TP 10117E

Management Information System (MIS) User's Guide

Volume 2 - Support

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Policy and Coordination Group
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Le présent guide a été conçu dans le but de fournir une aide aux agents de projet ainsi qu'au personnel administratif du Centre de développement des transports dans l'utilisation du système SIG.

Ce guide se divise en deux volumes :

- Guide de l'utilisateur SIG du CDT/gestion, qui couvre tous les aspects du système reliés aux fonctions de gestion;

- Guide de l'utilisateur SIG du CDT/soutien administratif, qui couvre tous les autres aspects du système, tels que l'entrée de données, la production de rapports mensuels, etc.

This TDC MIS User's Guide was prepared to assist the Project Officers and support staff of the Transportation Development Centre in their use of the MIS system.

It is divided in two volumes :

- TDC MIS User's Guide/Management, covering all aspects of the system related to the Project Management functions;

- TDC MIS User's Guide/Support, covering all other aspects of the system, such as data entry, month-end report production, etc.

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◊ Introduction

This guide is divided in two volumes:

- TDC MIS User's Guide / Management, covering all aspects of the system related to the Project Management functions.

- TDC MIS User's Guide / Support, covering all other aspects of the system, such as data entry, month-end report production, etc.

Contents

The present volume of the TDC MIS User's Guide was prepared to assist the MIS users in their various tasks related to maintaining and updating information related to the Project Management functions. It contains two main sections:

Section 1 - General Use, describes the various general operations (login, logout, etc.)

Section 2 - PROCEDURES, presents the detailed operations to produce reports
2.0 OPERATIONS: presents the detailed operations to be executed for each function
2.1 REPORTS: presents information on how to produce the various MIS reports
2.2 INPUT SCREENS: presents the input screens used to enter data in the system
2.3 SOURCE DOCUMENTS: presents the source documents required when using the input screens.

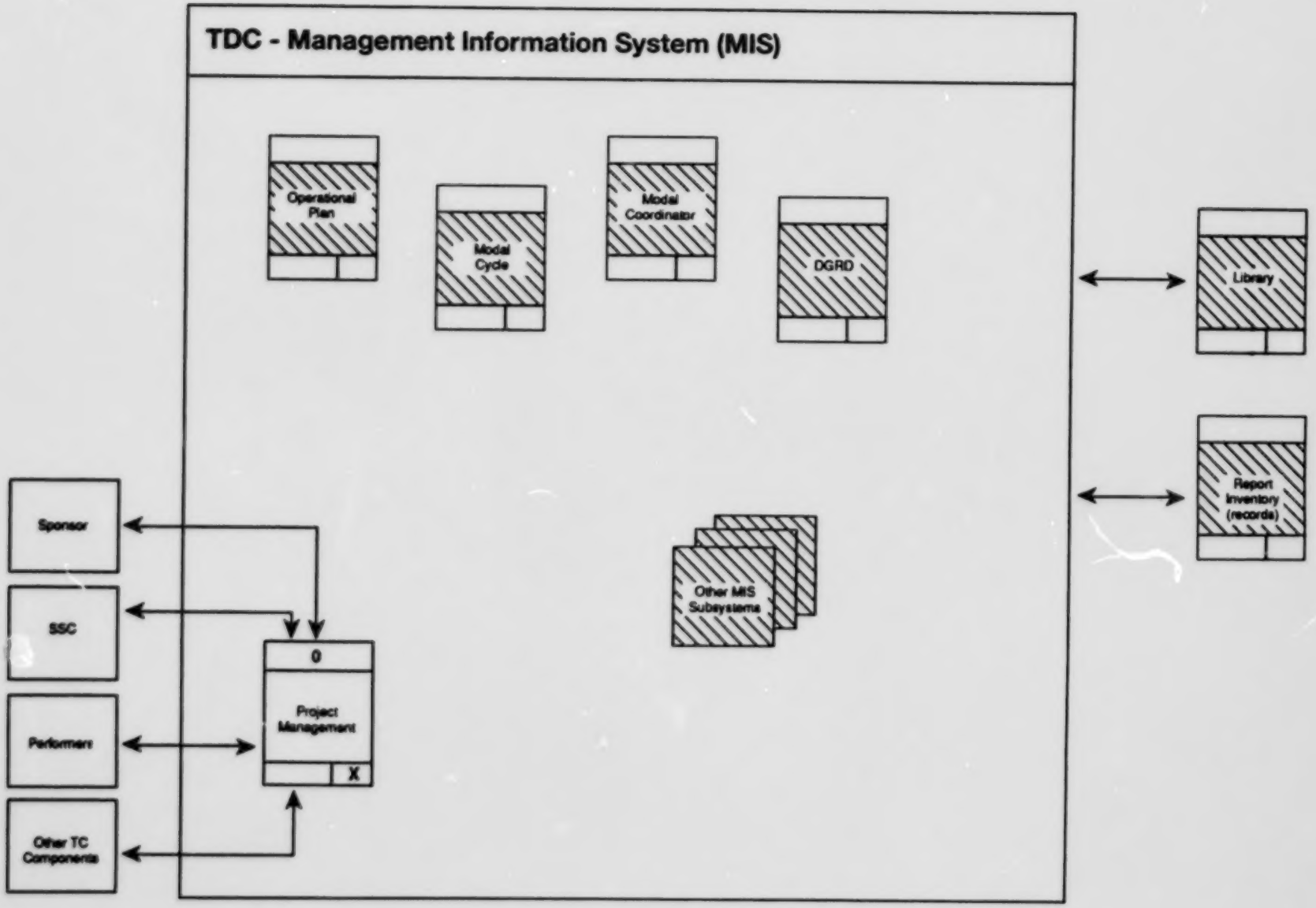
Finally, Appendices A and B provide further information on how to navigate in this manual, a list of the abbreviations used and lists of codes required for entering data.

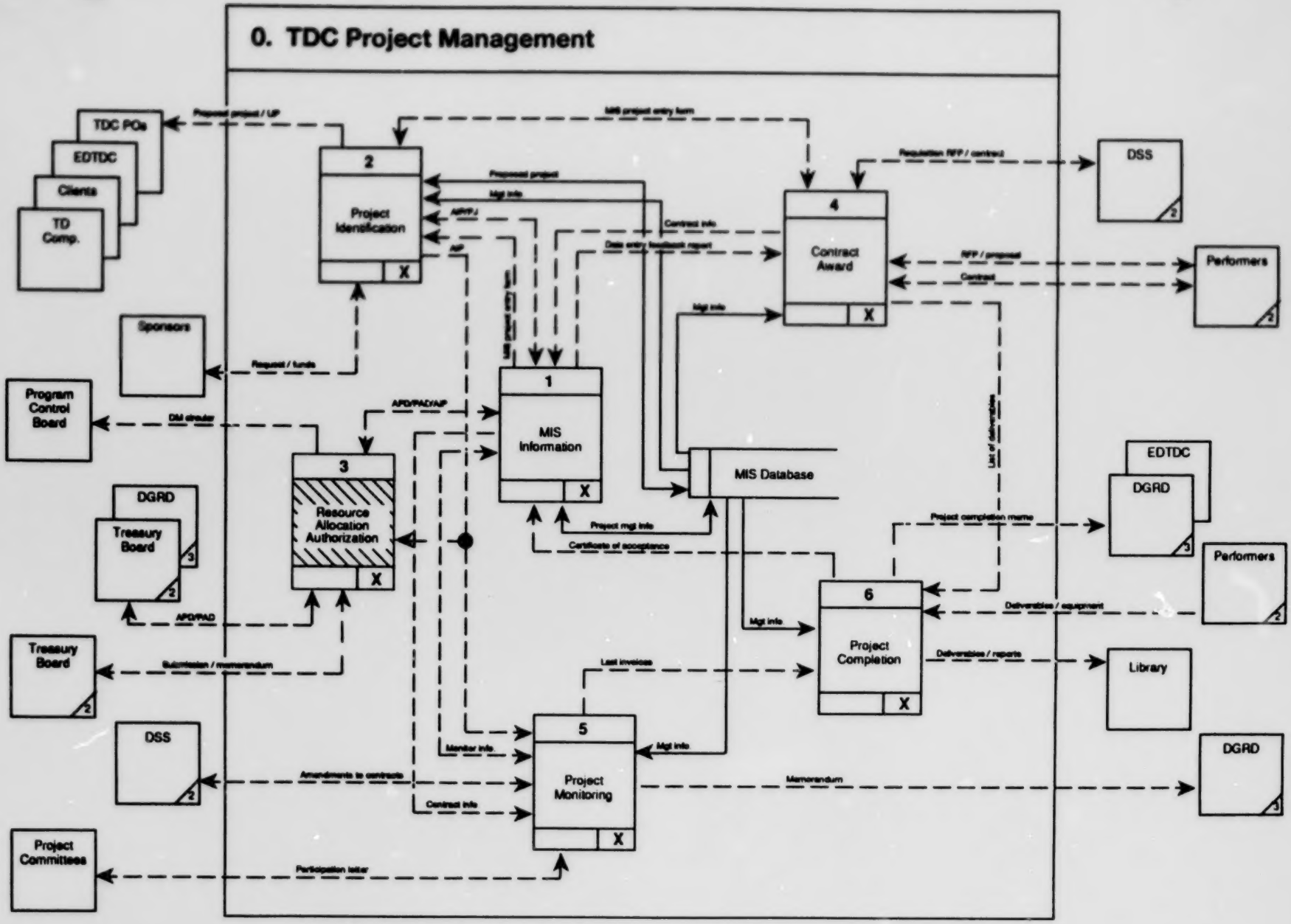
Scope

This volume covers the activities related to the MIS in order to maintain and update the Project Management information, namely:

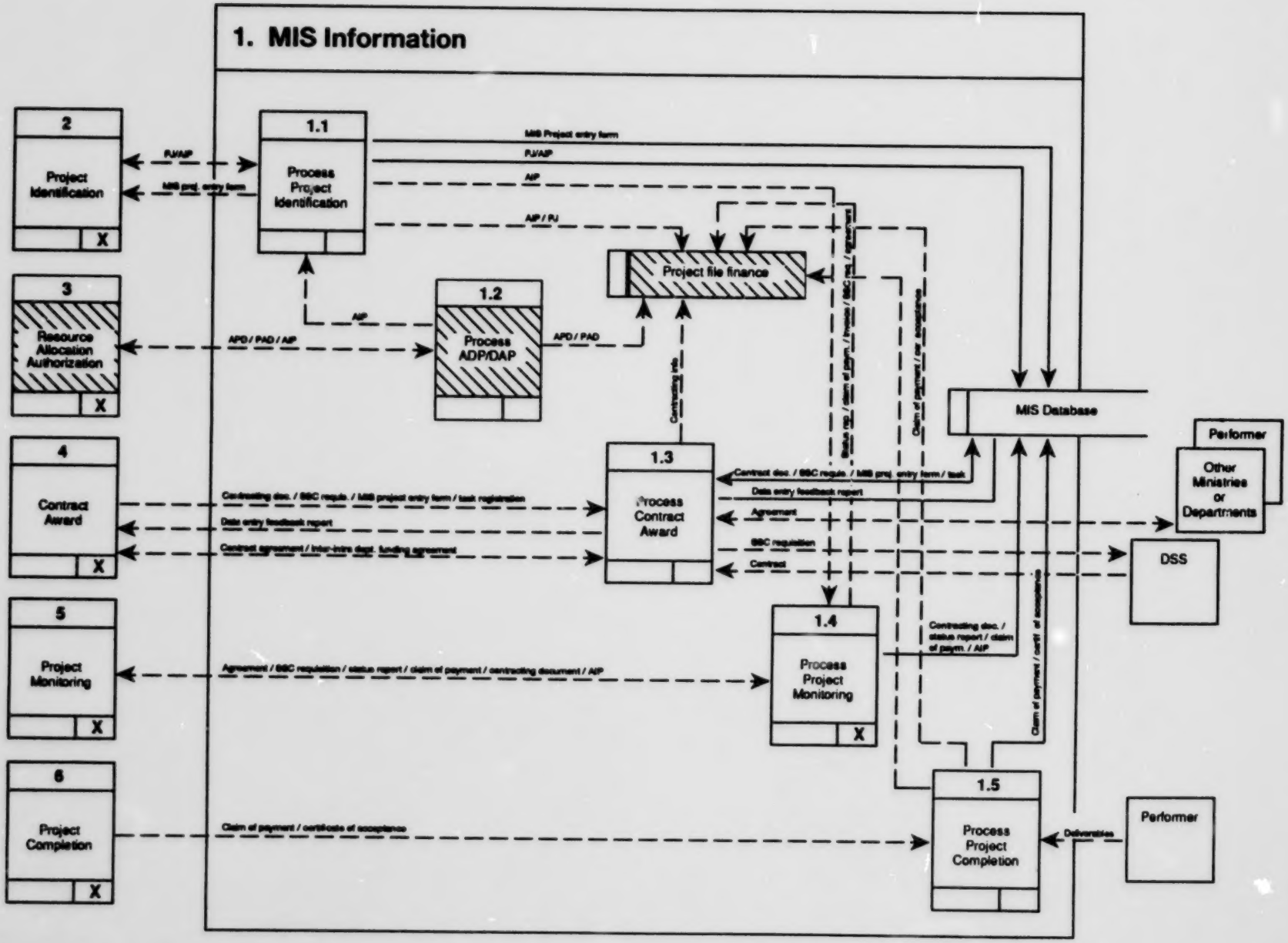
- **1.1 Process Project Identification**
  - 1.1.1 Enter AIP information in the MIS
  - 1.1.2 Enter project objectives and scope
  - 1.1.3 Modify AIP information from MIS project entry form
- **1.3 Process Contract Award**
  - 1.3.1 Enter Contract Information in the MIS
  - 1.3.2 Modify contract information
  - 1.3.3 Receive contract from SSC
  - 1.3.4 Enter a task requisition in the MIS
- **1.4 Process Project Monitoring**
  - 1.4.1 Status report
    - 1.4.1.1 Print preliminary version of status report
    - 1.4.1.2 Enter status report information (accounting)
    - 1.4.1.3 Enter status report information (remarks)
    - 1.4.1.4 Print final copy of status report
    - 1.4.1.5 Modify a project profile
  - 1.4.2 Claim of payment / invoices
    - 1.4.2.1 Receive a claim of progress payment
    - 1.4.2.2 Pay a claim of progress payment approved
    - 1.4.2.3 Modify a claim of payment progress amount
    - 1.4.2.4 Prepare sponsors invoicing
  - 1.4.3 Contract amendment
    - 1.4.3.1 Enter contract information in the MIS
    - 1.4.3.2 Receive contract from SSC
  - 1.4.4 Project termination
- **1.5 Process Project Completion**
  - 1.5.1 Project completion
  - 1.5.2 Deliverables management
    - 1.5.2.1 Print reminders
    - 1.5.2.2 Receive deliverables (draft)
    - 1.5.2.3 Produce acknowledge receipt
    - 1.5.2.4 Initiate revision process
    - 1.5.2.5 Receive a revised draft
    - 1.5.2.6 Produce completion document
    - 1.5.2.7 Distribute and archive a final report
- **2.10 Proposed Project Management**
  - 2.10.1 Enter proposed project information in the MIS
  - 2.10.2 Enter EDTDC comments in the MIS

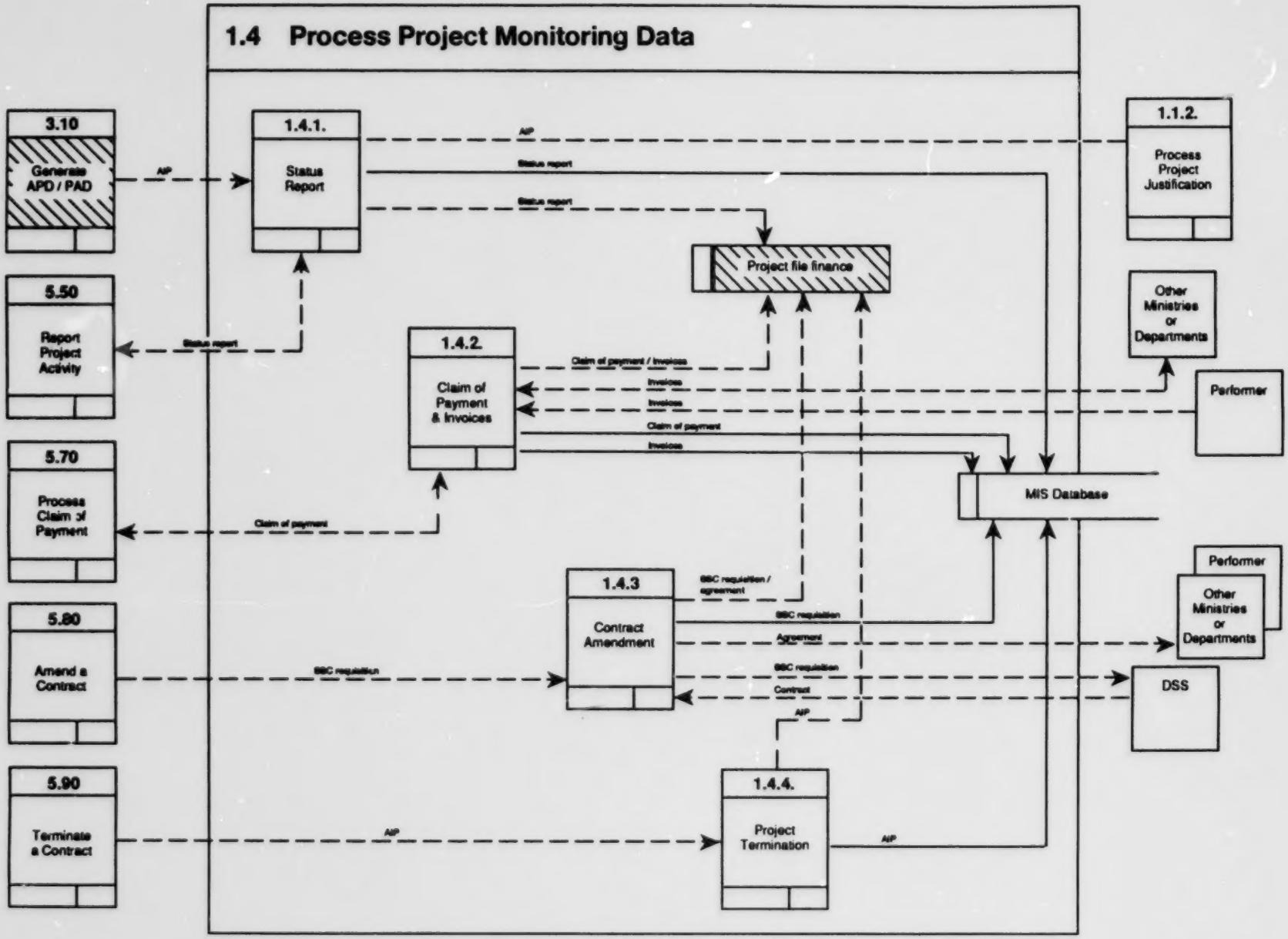
The diagrams on the following pages show the general context of the MIS, on which this User's Guide was based, as well as the various menus available within the MIS.


TDC - Management Information System (MIS)
Operational Plan
Modal Cycle
Modal Coordinator
DGRD
Library
Report Inventory (records)
Other MIS Subsystems
Sponsor
SSC
Performers
Other TC Components
0
Project Management
X



NOTA: The function numbers correspond to the chapter numbers in the "TDC Project Procedures manual"


1. MIS Information
2
Project Identification
X
PJ/AIP
MIS proj. entry form
1.1
Process Project Identification
MIS Project entry form
PJ/AIP
AIP
AIP / PJ
Project file finance
3
Resource Allocation Authorization
X
APD / PAD / AIP
AIP
1.2
Process ADP/DAP
APD / PAD
Contracting info
MIS Database
4
Contract Award
X
Co-investing doc. / SSC requis. / MIS project entry form / task registration
Data entry feedback report
Contract agreement / Inter-Intra dept. funding agreement
1.3
Process Contract Award
Contract doc. / SSC requis. / MIS proj. entry form / task
Data entry feedback report
Agreement
SSC requisition
Contract
Performer
Other Ministries or Departments
DSS
5
Project Monitoring
X
Agreement / SSC requisition / status report / claim of payment / contracting document / AIP
1.4
Process Project Monitoring
X
Contracting doc. / status report / claim of paym. / AIP
Claim of payment / certif. of acceptance
6
Project Completion
X
Claim of payment / certificate of acceptance
1.5
Process Project Completion
Deliverables
Performer


1.4 Process Project Monitoring Data
3.10
Generate APD / PAD
1.4.1.
Status Report
1.1.2.
Process Project Justification
Project file finance
5.50
Report Project Activity
1.4.2.
Claim of Payment & Invoices
Other Ministries or Departments
Performer
5.70
Process Claim of Payment
MIS Database
1.4.3
Contract Amendment
Performer
Other Ministries or Departments
5.80
Amend a Contract
DSS
5.90
Terminate a Contract
1.4.4.
Project Termination
AIP
Status report
Claim of payment / Invoices
Invoices
Claim of payment
BBC requisition / agreement
BBC requisition
Agreement
Contract

MIS SYSTEM MANAGEMENT MENU (USERS)

Following is a list of the menu items documented in this user's guide. The user will find the corresponding sub-menus in the following pages.

MENUS FOR MIS
EDTDC.
PUBLICATIONS.
CURRENT TECH.
OP/PLN
DGRD
MAJ/PPF
MAJ/SITE VISIT.
SUEN
USAGERS
TECH. APPLICATION

Each block groups submenu items related to one main menu option. The ITEM represents the option to be selected in sub-menu blocks; the DESCRIPTION is the item name as shown on the screen; the PHASE represents the phase number in which the MIS reports are related (if no phase is indicated, the report can be used in any project management phase).

MIS SYSTEM MANAGEMENT SUB-MENUS

Item	Description	Phase	Item	Description	Phase
EDTC					
1	PROJECTS IN A-I-P STATUS	1	2	OVERALL PROJECT REVIEW	5
3	R&D REPORT	5	4	OUTSTANDING INVOICES CY	5
5	PROJECT FINANCIAL STATUS	5	6	R&D EXPENDITURES BY ORG. TYPE	5
7	R&D EXPENDITURES BY REGION	5	8	CONTRACTOR INFORMATION	5
9	PROJECTS IN NEGOTIATION	4	10	PROJECT PROFILE SHEET	5
11	PROJECTS IN REPORTING STATUS	5	12	ACTIVE PROJ. MORE THAN A YEAR	5
13	DETAIL OF SIMPLE TIES CONTRACT	5	14	MODE OPERATIONAL PLAN PRINTOUT	5
15	PROJECT SEARCH				
PUBLICATIONS					
1	prints PUBLICATIONS RECEIVED	6	2	prints PROJECT'S FOR DIRECTORY	6
3	PUBLICATION PLAN BY QUARTER		4	PUBLICATION COST UPDATE	
5	QUARTERLY PUBLICATION PRINTOUT		6	PUBLICATION SEARCH	
7	PRINT RPT. RECEIVED MONTHLY				
CURRENT TECH.					
1	CURRENT TECHNOLOGY REPORTS		2	ENERGY PROJECT PROFILE SHEET	
3	PROJECT'S HISTORY BY SPONSOR		4	ENERGY FUNDED PROJECT REPORT	
OP/PLN					
1	MODAL SUMMARY FOR ONE MODE	5	2	MODAL SUMMARY FOR ALL MODES	5
3	OVERALL SUMMARY	5	4	DETAILLED REPORT	5
DGRD					
1	PROJECTS IN A-I-P STATUS	5	2	PROJECT COST DATA	
3	CONTRACTOR INFORMATION	5	4	PROJECTS IN NEGOTIATION	
5	PROJECT PROFILE SHEET	5			

MIS SYSTEM MANAGEMENT SUB-MENUS

Item	Description	Phase	Item	Description	Phase
MAJ/PPF					
1	INSERT A NEW PROPOSAL		2	DELETE PROPOSAL PROJECT	
3	TO MODIFY A PROPOSAL		4	EDTDC COMMENTS	
5	PROPOSED PROJ. BY RSPB CENTER		6	PROPOSED PROJECTS BY MODE	
7	TO MODIFY AT MEC		8	PROPOSED PROJ. BY MODE & MEC#	
MAJ/SITE VISIT					
1	DESIGNATE PROJ. FOR SITE VISIT		2	MODIFY SITE VISIT INFORMATION	
SUEN					
1	modify TC COMPONENT & DESIGNTR		2	to modify CORE PROJECT TYPE	
3	modify ADDENDUM ACTIVITY CODE		4	REPORT ON PROJ FOR SITE VISITS	
5	INFO. ON (SIMPLE) TIES PROJECT		6	REPORTS FOR "IEA SURVEY"	
7	REFER TO PREVIOUS FISCAL YEAR		8	NUMBER OF PROJECTS STARTED	
9	SCIENCE ADDENDUM YEARLY REPORT		10	Prints "SCIENCE ADDENDUM LIST"	
11	Prints ACCES. TRANS. CURRENT PRJ.	5	12	prints H&D PUBLICATIONS by PO	
13	modify ORG. TYPE via PROJECT #	5	14	modify REGION & AREA OF BENEFI	5
USAGERS					
1	REFER TO PREVIOUS FISCAL YEAR	5	2	TRANSACTIONS FOR CONTRACT(S)	5
3	LIST FOR A SPECIFIC SPONSOR		4	PROJECT LISTING BY CONTRACTOR	5
5	LIST OF YOUR CONTRACTORS		6	PROPOSED PROJECTS LISTINGS	2
7	LIST OF YOUR PROJECTS	5	8	FINANCIAL STATUS OF CONTRACTS	5
9	PRINT MIS PROJECT ENTRY FORM	4	10	(S) TIES SUMMARY AND/OR DETAILS	5
11	OVERALL "TIES" PROJECT SUMMARY	5	12	OVERALL PROJECT REVIEW	5
13	PUBLICATION SEARCH		14	PROJECT INFORMATION SEARCH	
15	NONFINANCIAL PROJ./INFO. LIST		16	PROJECT PROFILE SHEET	5
17	OVERALL PROJECTS BILLING				
TECH. APPLICATION					
1	T.A.CONTRACTS BY PROJECT OFF.		2	T.A. CONTRACTS BY MODE	
3	HIGHWAY CONTRACTS BY MODAL OBJ	5	4	PROJECTS BY T.A. PROJECT OFF.	
5	HIGHWAY PROJECTS SUMMARY	5			

MIS SYSTEM MANAGEMENT MENU (FINANCE)

Following is a list of the menu items documented in this user's guide. The user will find the corresponding sub-menus in the following pages.

MENUS FOR MIS (FINANCE)
ORGANISME
RAP. FIN DE MOIS
ANTOINE
TACHE (SIMPLE)
FORTIN
RECUPERATION
NARRATIF
RAPPORT
MAJ
MAJ/OPL

Each block groups submenu items related to one main menu option. The ITEM represents the option to be selected in sub-menu blocks; the DESCRIPTION is the item name as shown on the screen; the PHASE represents the phase number in which the MIS reports are related (if no phase is indicated, the report can be used in any project management phase).

MIS SYSTEM MANAGEMENT SUB-MENUS (FINANCE)

Item	Description	Item	Description
	ORGANISME		
1	Etiquette d'organisme sur ""	2	Liste des Organismes
3	Change L'ORGANISME Du PROJET	4	MOD. D'ADRESSE ORG. PARRAINANT
5	CREATION d'un ORG. PARRAINANT	6	LISTE des "ORG" PARRAINANTS
7	Creation d'un nouvel ORGANISME	8	Change Adresse de l'organisme
9	REFERENCE AUX ANNEES FISCALS	10	TRANSACTION pour un CONTRACT
11	Documentation des FONCTIONS		
	RAP. FIN DE MOIS		
1	Preparation du "Status Report"	2	LISTE DETAILLEE OPERATION PLAN
3	refait SETSTATRE(Pour # contrat	4	MISE A ZERO DES RETENUES (I37)
5	RECUPERATION RPT. D'EVOLUTION	6	TEST d'impression STATUS RPT
7	MODIF. a une CARTE MAITRESSE	8	TOUTES LES CARTES MAITRESSES
9	LIST OF CONTRACTORS FOR MGNT	10	IMPRIME LA LISTE "NBGTSMRY"
11	IMPRESSION DES RECONCILIATIONS	12	PROJECT PROFILE SHEET PAR MODE
13	IMPRESSION RAPPORT D'EVOLUTION	14	RAPPORT D'EXCEPTION
15	IMPRIME Liste Pour "R&D CORE"	16	VALIDATION DES MEC#
17	RAPPORT D'ANALYSE DE VARIANCE	18	RAPPORT "FINANCIAL SUMMARY"
19	BALANCER LES CARTES MAITRESSES	20	LISTE SOMMAIRE DU OPERA./PLAN
21	LISTE PRE-AMNED + 90 JOURS	22	REFERENCE AUX ANNEES FISCALS
23	TRANSACTION pour un CONTRACT	24	Documentation des FONCTIONS
	ANTOINE		
1	CALCULER LES SEMAINES EN AMEND	2	CALCUL les semaines EN NEG.
3	LISTE PAR OFFICIER DE PROJET	4	calcul les SEMEAINES pour AIP
5	RAP. DES REQUISITIONS AU MAS	6	ANNUAL EXPENDITURE REPORT (AM)
7	PROJETS EN AIP ET NEG.	8	ENTREE LES COMMENTAIRES
9	ALLOTMENT CONTROL	10	MOD. AUTH. ALLOTMENT CONTROL
11	AFFICHE LE STATUT DU # CONTRAT	12	SUIVI DES FACTURES FIN D'ANNEE
13	Projects by Sponsoring Agency	14	PROF.& SPEC. SER. OVER 25000
15	RAP. DES SUSPENSE/OFF. (CAPAFE)	16	REFERENCE AUX ANNEES FISCALS
17	TRANSACTION pour un CONTRACT	18	Documentation des FONCTIONS

MIS SYSTEM MANAGEMENT SUB-MENUS (FINANCE)

Item	Description	Item	Description
	TACHE (SIMPLE)		
1	TRANSFERER UN # DE TASK A PROJ	2	CREATION D'UN "TIES(S)"
3	MOD A UN "TIES (S)"/FIN "CAPAF"	4	BALANCE UN TIES(S) VIA #PROJET
5	TRANS DE "TIES(S)" OU "CAPAFE"	6	LISTE DETAILLE -> TIES(S) /PROJ
7	LISTE CAPAFE (ACTIF + TERMINE)	8	LISTE CAPAFE (ACTIF SEULEMENT)
9	FAIRE LES LIENS D'UN "TIES(S)"	10	CONTROLE des CAPAFES PAYEES
11	REFERENCE AUX ANNEES FISCALS	12	TRANSACTION pour un CONTRACT
13	Documentation des FONCTIONS		
	FORTIN		
1	IMPRIMER le STATUT des CONTRAT	2	RAPPORT P&S
3	REFERENCE AUX ANNEES FISCALS	4	TRANSACTION pour un CONTRACT
	RECUPERATION		
1	ELIMINER UN PROJET D'ENERGIE	2	MOD MNT DEJA RECU. DES NEGATIF
3	INITIALISATION RAPPORT ENERGIE	4	RAPP/RECUP/FOND/ENER/GENERAL
5	MAJ ET IMPRESSION RAPPORT TDPP	6	RECUPERATION DES PROJETS NEG.
7	MOD/MONTANT DEJA RECUPERE ENER	8	MOD/AJOUTER PROJET A CATEGORIE
9	MAJ MNT AUTORISE PROJET ENERGI	10	REFERENCE AUX ANNEES FISCALS
11	TRANSACTION pour un CONTRACT	12	Documentation des FONCTIONS
	NARRATIF		
1	DUPLICATER UNE REMARQUE	2	duplicater un " SCOPE "
3	ELIMINER UNE REMARQUE	4	EDIT d'un "PROJECT OBJECTIVE"
5	EDIT d'un "SCOPE"	6	Duplicater un "PROJ. Obj."
7	Creation des SCOPE & PROJ. OBJ.	8	Entree les "REMARQUES"
9	PROFILE SHEET VERIFICATION	10	MODIF d'un "PROJECT OBJECTIVE"
11	MODIFICATION d'un "SCOPE"	12	MODIF. DE L'ADRESSE D'ORGAMINSM
13	TO VIEW A REMARK	14	REFERENCE AUX ANNEES FISCAL
15	TRANSACTION pour un CONTRACT	16	Documentation des FONCTIONS

MIS SYSTEM MANAGEMENT SUB-MENUS (USERS)

Item	Description	Item	Description
RAPPORT			
1	Copie un contrat PREV.YRS -> CY	2	LISTE PRELIMINAIRES DES CAPAFE
3	TRANS/PROJ pour + d'un PROJET	4	REFERENCE AUX ANNEES FISCALS
5	TRANSACTION pour un CONTRACT	6	Documentation des FONCTIONS
MAJ			
1	"PRE-INVOICE" PROCEDURE	2	"REVISED INCURRED" PROCEDURE
3	"CORRECT INVOICE" PROCEDURE	4	Comptabilisation d'une RETENUE
5	REFERENCE AUX ANNEES FISCALS	6	TRANS.<83 POUR UN CONTRAT
7	"AMENDMENT" OF A CONTRACT.	8	RECALCUL DU NUMERO D'ACTIVITE
9	"INVOICE" PROCEDURE	10	TRANSACTION pour un CONTRACT
11	INITIALISER LE MOIS	12	"DIRECT INVOICE" PROCEDURE
13	CHANGEMENT DE DATE /STATUS RPT	14	CHERCHER LES CNTS PAR REQUISI.
15	CREATION D'UN NOUVEAU CONTRAT	16	REVISION D'UN "NOUVEAU"
17	DUPLICATION D'UN CONTRAT	18	ACCEPTATION D'UN CONTRAT/AMEND
19	CREE UN OFFICIER DE PROJET	20	"PRE-HOLD" PROCEDURE
21	MODIF. DU # DE REQUISITION	22	MODIFICATION DU # FACTURE
23	CREE UN "MODAL OBJ. CATEGORIE"	24	MODIFY "MODAL OBJ. CATEGORIE"
25	REVISION DES FONDS DE CONTRAT	26	CHANGEMENT DE STATUT/FERMETURE
27	MONTANT PAYE CONTRE LA CAPAFE	28	MODIF. du # A.P.V. ou du # LOT
29	LISTE DES TRANSACTIONS ENTREE	30	VERIFIER LA CARTE MAITRESSE
31	Documentation des FONCTIONS		
MAJ/OPL			
1	REFERENCE AUX ANNEES FISCALS	2	TRANSACTION pour un CONTRACT
3	EDIT UN "OBJECTIVE" ANGLAIS	4	MODIF. ->"MODE TITLE" ANGLAIS
5	To DELETE a MEC #	6	POUR CORRIGER LES M.E.C. #
7	CREE-> "MODAL CODE" ANG.+FRAN.	8	CREE UN "OBJECTIVE"
9	IMPRIME LES TEXTES "OBJECTIVE"	10	MODIF. "TITRE DU MODE" FRANCAIS
11	EDIT UN "OBJECTIF" FRANCAIS	12	MODIF D'UN "OBJECTIVE" ANGLAIS
13	MODIF PLANNED DOLLARS	14	MODIF D'UN "OBJECTIVE" FRANCAIS
15	TDC'S OPERATIONAL PLAN UPDATE	16	Documentation des FONCTIONS

MIS SYSTEM MANAGEMENT MENU (RECORDS OFFICE)

Following is a list of the menu items documented in this user's guide. The user will find the corresponding sub-menus in the following pages.

MENUS FOR MIS (RECORDS OFFICE)
PCP
CNTL des DATES
ARCHIVES
EQUIPEMENT

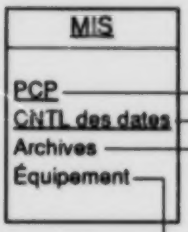
Each block groups submenu items related to one main menu option. The ITEM represents the option to be selected in sub-menu blocks; the DESCRIPTION is the item name as shown on the screen; the PHASE represents the phase number in which the MIS reports are related (if no phase is indicated, the report can be used in any project management phase).

MIS SYSTEM MANAGEMENT SUB-MENUS (RECORDS OFFICE)

Item	Description	Item	Description
	PCP		
1	CONTROLE D'UN RAPPORT	2	RECULER D'UNE ETAPE
3	LIE LE # PROJET AU # DE TP	4	GESTION DU "PROJ. COMP. PHASE"
5	CORRECTION A UNE FICHE	6	L'ARCHIVAGE D'UN RAPPORT
7	CHERCHE UHN # PROJ. via le P.O.	8	GESTION DES RAPPELS DU JOUR
9	Imprime LES RAPPELS du jour	10	REDEBUTER un RAPPEL 6-1
11	MAJ COUT DIRECT DES RAPPORTS	12	FICHE D'INFO. (6-1) EN BLANC
	CNTL des DATES		
1	MODIFIER LES DATES DRAFT/FINAL	2	MISE A ZERO du CNTL DE DATE
3	RECHERCHE PROJET VIA # REQUIS.	4	RECHERCHE RAPPORT PAR AGENT
5	imprime RAPPORT DE FIN DE MOIS	6	MAJ au CONTROLE des RAPPORTS
7	imprime #PROJ+#dossi par #PROJ	8	imprime les PROJETS par AGENT
	ARCHIVES		
1	LISTE DES RAPPORTS EN ARCHIVES		
	EQUIPEMENT		
1	LISTE DES EQUIPEMENTS (-> P)	2	MODIFICATION A UN EQUIPEMENT
3	AJOUTE un nouvel EQUIPEMENT	4	Imprime l'EQUIPEMENT PRETE
5	$INVENT. DES EQUIPEMENTS PRETES		

RECORDS OFFICE

MAIN MENU — **SUB-MENUS**



PCP

Item	Description	Item	Description
1	CONTROLE D'UN RAPPORT	2	RECULER D'UNE ETAPE
3	LIE LE # PROJET AU # DE TP	4	GESTION DU "PROJ. COMP. PHASE"
5	CORRECTION A UNE FICHE	6	L'ARCHIVAGE D'UN RAPPORT
7	CHERCHE un # PROJ. via le P.O.	8	GESTION DES RAPPELS DU JOUR
9	Imprime LES RAPPELS du jour	10	REDEBUTER un RAPPEL 6-1
11	MAJ COUT DIRECT DES RAPPORTS	12	FICHE D'INFO. (6-1) EN BLANC
13	FICHE D'INFO. POUR TIES & TASK		

CNTL des dates

Item	Description	Item	Description
1	MODIFIER LES DATES DRAFT/FINAL	2	MISE A ZERO du CNTL DE DATE
3	RECHERCHE PROJET VIA # REQUIS.	4	RECHERCHE RAPPORT PAR AGENT
5	imprime RAPPORT DE FIN DE MOIS	6	MAJ au CONTROLE des RAPPORTS
7	imprime #PROJ+#dossi par #PROJ	8	imprime les PROJETS par AGENT

Archives

Item	Description	Item	Description
1	Liste des rapports en archives		

Équipement

Item	Description	Item	Description
1	LISTE DES EQUIPEMENTS (->P)	2	MODIFICATION A UN EQUIPEMENT
3	AJOUTE un nouvel EQUIPEMENT	4	Imprime l'EQUIPEMENT PRETE
5	$INVENT. DES EQUIPEMENTS PRETE		

PROPOSED PROJECT

MAIN MENU — **SUB-MENUS**

MENUS POUR MIS
USAGERS
EDTDC
TECH. APPL.
OP/PLN
MAJ/PPF
SUEN
DGRD
MAJ/SITE VISIT
PUBLICATIONS
CURRENT
TECH.

Item	Description	Item	Description
1	INSERT A NEW PROPOSAL	2	DELETE PROPOSAL PROJECT
3	TO MODIFY A PROPOSAL	4	EDTDC COMMENTS
5	PROPOSED PROJ. BY RSPB CENTER	6	PROPOSED PROJECTS BY MODE
7	TO MODIFY AT MEC	8	PROPOSED PROJ. BY MODE & MEC#

Section 1 - General Use

This section describes the various operations to be performed within the MIS, as well as the basic rules that should be kept in mind when using the system.

1.1 General Points

This sub-section provides general information on the use of the MIS.

- <cr> requires the user to press the return key.

- At any question asked or any screen element requested by the computer, a @ (at sign) can be typed to abort the current transaction and return to a menu.

- When a transaction has been completed or canceled, the computer will display the -> prompt, indicating the return to the MIS submenu of the transaction. At this point, the following options are available:

To:	the user will type:
... go to the menu	<CR>
... execute a menu item	item number + <CR>
... return to the MIS main menu	. (dot) + <CR>
... get the "commande =" prompt	0 (zero) + <CR>
... logout of MIS	FIN + <CR>

- The backspace key can be pressed to erase the last character typed.

- Any date requested by the computer must be entered using the format yy/mm/dd (ex.: 89/11/03)

Within an input screen:

- To go back to the preceding data element, press the left-arrow key.

- To go to the next data element, press the right-arrow key or <CR>.

- To confirm changes and return to the menu, type a dot "." and press <CR>.

- When a data element is highlighted, a list of its possible values can be displayed by pressing PF1. Move the selection box using the up- and down-arrow keys and press <CR> to enter selection.

1.2 How to Initiate a MIS Session

The MIS can be accessed via a terminal (VT220) or a micro-computer. When the communication has been established with the central computer, the following operations must be accomplished:

1. Press <CR>; the word "login" will appear on screen.

2. Type in the user name provided by the Computer Administrator (up to 9 characters, usually your name) and press <CR>; the computer will ask for the password.

3. Type in the password (it will not appear on screen) and press <CR>; the computer will initiate a PROCOL session [if the user name or password are incorrect, the message "login incorrect" will be displayed; press <CR> and start again].

4. When "Application ->" appears, type in MIS and press <CR>; the computer will display the MIS main menu [if not, type in END, press <CR> and start again at step 2].

1.3 How to navigate within the MIS main menu

- To access a submenu, use the up- or down-arrow keys to move the selection box to the submenu needed and press <CR>; the submenu selected will appear on screen.

- To exit from the main menu and get the "commande =" prompt, type in a dot (.) and press <CR>.

- To return to the main menu from the "commande =" prompt, type in MENU and press <CR>.

1.4 How to navigate within the MIS sub-menus

- To access any menu item, at "choisissez une fonction ->", type in the number of the desired option and press <CR>.

- To return to the MIS main menu, at "choisissez une fonction ->", type in a dot (.) and press <CR>.

- To get the "commande =" prompt, at "choisissez une fonction ->", type in 0 (zero) and press <CR>.

- To return to the main menu from the "commande =" prompt, type in MENU and press <CR>.

1.5 How to exit from the MIS session (logout)

- Type END at any menu level or type a dot (.) and press <CR> until you get the "commande =" prompt, then type END and press <CR>; the computer will exit from PROCOL LANGUAGE and return to the login prompt.

1.6 How to display a report on screen

All reports are designed to be printed on a line printer that holds 66 lines per page. However, it is possible to display a report on the screen even though it contains only 24 lines. The computer will simply scroll the text until it reaches the bottom of the page. The scrolling can be stalled at any time by pressing the CTRL key and S. To restart the display, press the CTRL key and a Q.

At the end of the page (66 lines), the computer will display a question mark (?).

- To continue to the next page, press <CR>;
- To continue to the end of the report without further interruptions, type / (slash) and press <CR>;
- To abort the report and return to the menu, type @ (at sign); at ->, press <CR>.

Section 2 - Procedures

The steps required to produce these reports are listed here.

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FUNCTION:	1.1 Process Project Identification
ACTIVITY:	1.1.1 Enter AIP Information in the MIS

Source Documents:
- approval in principle (AIP)
- project justification (PJ)

Output Documents:
MIS Project Entry Form (MISPEF)

Input Screens:

- CF05

Person Responsible: Accounting Clerk (Finance)

OPERATIONS:

Upon reception of AIP and Project Justification:

If the Project Officer is new

1. Enter the Project Officer information using PF01
2. Enter the AIP in the MIS using the input screen:
   - if it is the first project (AIP, 10) use CF05
   - if it is a subsequent project (AIP, 11,12, 13 or 14) use CF05.
3. End of operations

Note: When AIP is entered in the MIS, the Project Status is 8-AIP

FUNCTION:	1.1 Process Project Identification
ACTIVITY:	1.1.2 Enter Project Objectives and Scope

Source Documents:

- approval in principle (AIP)
- project justification (PJ)

Output Documents:

- project profile sheet (PPS)

Input Screens:

- AF01, MF01
- modify project objectives
- modify project scope
- duplicate project objectives and scope

Person Responsible: Clerk (library)

OPERATIONS:

Upon reception of AIP/PJ

If the source document is AIP/PJ:

1. Enter project objectives and scope for the first project of the AIP under "sponsors/répondants" (TDC/CDT) using the input screens MF01 and AF01(in menu narrative option creation des Scope & Proj. obj).
2. Duplicate project objectives and scope for subsequent projects of the AIP under "sponsors/répondants (column 2, 3, 4 and/or 5), using the input screens "Duplicate project objectives" and "Duplicate project scope".
3. Return AIP/PJ to TDC Finance.
4. Go to step 10.

If the source document is Project Profile Sheet:

- for the first project indicated under Proj# on the Project Profile Sheet,

5. Modify the project objectives of the Project Profile Sheet if necessary, using the input screen "Modify Project Objectives".
6. Modify the project scope of the Project Profile Sheet if necessary, using the input screen "Modify Project Scope".

- for the subsequent projects indicated under Proj# on the Project Profile Sheet,

7. Duplicate project objectives and scope using the input screens "Duplicate Project Objectives" and "Duplicate Project Scope".
8. Return the Project Profile Sheet to the Project Officer.
9. Go to step 10.
10. End of operations

FUNCTION:	1.1 Process Project Identification
ACTIVITY:	1.1.3 Modify AIP Information from MIS Project entry form or AIP

Source Documents:

- MIS Project Entry form (MIS PEF)
- approval in principle (AIP)

Output Documents:

Input Screens:

- CF09

Person Responsible: Accounting Clerk (Finance)

OPERATIONS:

Upon reception of an Approval in principle (AIP) with corrections.

1. Enter the modified information in the MIS using the input screen CF09 (option revision d'un nouveau) of menu MAJ
2. End of operations

FUNCTION:	1. 3 Process Contract Award
ACTIVITY:	1.3.1 Enter Contract Information in the MIS

Source Documents:

- Contracting Document (CD)
- MIS Project Entry form (MIS PEF)

Output Documents:

MIS Data Entry Feedback (MIS DEF)

Input Screens:

- Contract amendment
- CF55
- CF44
- DF33

Person Responsible: Accounting Clerk (Finance)

OPERATIONS:

Upon reception of MIS Contracting Document and MIS project entry form:

1. Verify information of contracting Document

If the contractor information does not exist in the MIS

2. Create the contractor using OF01 (option - création d'un nouvel organisme in menu organisme)
3. Enter contracting document in the MIS using input screen "CF01" (option "AMENDMENT" of a contract)
4. Enter the MIS project entry form using input screen CF55 (option Formulaire d'inscription au S.I.G. (p. 1 à 3) of menu Formulaire d'inscription S.I.G.)
5. Send the Data entry feedback to Project Officer.
6. File contracting document and MIS project entry form in the Project File (Finance)
7. End of operations

Note: When the contracting document is entered the project status is 5 - negotiation.

FUNCTION:	1. 3 Process Contract Award
ACTIVITY:	1.3.2 Modify Contract Information

Source Documents:
- Contracting Document (CD)
- MIS Data entry feedback report (MIS DEP)

Output Documents:
MIS Data Entry Feedback (MIS DEF)

Input Screens:

- CF09
- CF55
- CF44
- DF33

Person Responsible: Accounting Clerk (Finance)

OPERATIONS:

Upon reception of MIS Data entry feedback report or contracting document (modified):

If the Project Officer is new

1. Enter Project Officer information using PF01 (option créer un officier de projet in menu MAJ)

If source document is MIS Data entry feedback report

2 Modify project information using input screens:

CF55 for page 1

CF44 for page 2

CF33 for page 3

3. Produce and print the MIS Data entry feedback report following instructions in appendix- 2-MISDEF.
4. Send MIS Data entry feedback report to the Project Officer
5. End of operations

If source document is contracting document

6. Modify contract information using input screen CF09 (option Révision d'un "nouveau" of menu MAJ)
7. End of operations

FUNCTION:	1. 3 Process Contract Award
ACTIVITY:	1.3.3 Receive contract from SSC

Source Documents:

Contract (CONTR)
SSC requisition (SSC)

Output Documents:

- TRANS / PROJ

Input Screens:

- CF04

Person Responsible: Accounting Clerk (Finance)

OPERATIONS:

Upon reception of a Contract and/or a SSC requisition/Agreement:

1. For each project mentioned on the contract, search for funding information using screen TRANS / PROJ
2. Compile funds from TRANS / PROJ result
3. For each project, enter contract funds using input screen CF04 (option Acceptation d'un contrat/amend. in menu MAJ)
4. File contract and SSC requisition in the project's filing cabinet
5. End of operations

Note: When step 3 is completed the project status is 4 - Active

FUNCTION:	1. 3 Process Contract Award
ACTIVITY:	1.3.4 Enter a task requisition in the MIS

Source Documents:

- Task requisition (TR)

Output Documents:

- "Liste détaillée -> TIE(S)/PROJ"
- Trans de "TIE(S)" OU CAPAFE

Input Screens:

- TF01
- TIES Link
- Task Transfer

Person Responsible: Accounting Clerk (Finance)

OPERATIONS:

Upon reception of a task requisition:

1. Verify if the task exists in MIS using the input screen trans de "TIE(S)" ou "CAPAFE" in menu TACHE (SIMPLE) or the output report "TIES and task" (option Liste détaillée -> TIE(S)/PROJ in menu TACHE (SIMPLE)).

If the task does not exist:

2. Codify the contractor
3. Ensure that the task requisition is complete
4. Enter the task requisition in MIS using input screen TF01 (option création d'un TIE(S) in menu TACHE (SIMPLE))
5. File the task requisiton in the project's filing cabinet
6. Go to step 10

Otherwise

7. Change task information, if necessary using input screen TF01 (option mod. a un "TIE(S)"/Fin CAPAFE in menu TACHE (SIMPLE))
8. Use one of the following input screens according to the type of changes you need:
   - to link an invoice to a TIES: use "TIES LINK" input screen (option faire les liens d'un "TIE(S)" in menu TACHE (SIMPLE))
   - to transfer tasks from one project number to another: "task transfer" input screen (option transférer un # de task a proj. in menu TACHE (SIMPLE))
9. Go to step 10
10. End of operations

FUNCTION:	1.4 Process Project Monitoring / 1.4.1 Status Report
ACTIVITY:	1.4.1.1 Print Preliminary version of Status Report

Source Documents:	Output Documents: STATUS REPORT (preliminary)

Input Screens:

Person Responsible: Accounting assistant (finance)

OPERATIONS:

At month-end:

1. Prepare preliminary version of status report using menu item PREPARATION DU "STATUS REPORT" in menu RAP. FIN DE MOIS
2. Print preliminary version of status report using menu item PREPARATION DU "STATUS REPORT" in menu RAP. FIN DE MOIS

After preliminary status report is printed:

3. Send preliminary status report to each Project Officer
4. End of operations

FUNCTION:	1.4 Process Project Monitoring / 1.4.1 Status Report
ACTIVITY:	1.4.1.2 Enter Status Report Information (Accounting)

Source Documents:	Output Documents:
-Status Report	

Input Screens:

- Date status report
- Change incured amount
- SSC requisition
- CF07
- CF09

Person Responsible: Accounting assistant (FINANCE)

OPERATIONS:

Upon reception of preliminary status report from Project Officer

1. Modify project information if necessary, using the input screen CF09 (option révision d'un "Nouveau" in menu MAJ)
2. Modify project funds if necessary, using the input screen CF07 (option révision des fonds de contrat in menu MAJ)
3. Modify project activity scheduled if necessary, using the input screen "DATE STATUS REPORT" (option changement de date/status RPT in menu MAJ)
4. Modify project incurred amount if necessary, using the input screen "CHANGE" INCURRED AMOUNT" (option "Revised incurred "procedure in menu MAJ)
5. Change the SSC Requisition no. if necessary, using the input screen "SSC REQUISITION " (option Modif. du # de réquisition in menu MAJ)

After Status reports are changed

6. Send status reports to library to enter remarks

FUNCTION:	1.4 Process Project Monitoring / 1.4.1 Status report
ACTIVITY:	1.4.1.3 Enter Status Report Information (REMARKS)

Source Documents:	Output Documents:
Status Report	Status Report

Input Screens:

- Status report remark
- Delete status report remark
- Duplicate status report remark

Person Responsible: Clerk (Library)

OPERATIONS:

Upon reception of Status Report:

1. Enter Status Report remarks for each project using one of the following input screens:
   - if it is a remark (text) use option "ENTREE LES REMARQUES" in menu NARRATIF
   - if nothing appears in remarks use option "ELIMINER UNE REMARQUE" in menu NARRATIF
   - if remark is similar to "see project 9999" use option "DUPLICATER UNE REMARQUE" in menu NARRATIF
2. Return Status report to accounting assistant in FINANCE
3. End of operations

FUNCTION:	1.4 Process Project Monitoring / 1.4.1 Status Report
ACTIVITY:	1.4.1.4 Print Final Copy of Status report

Source Documents:

Output Documents:
- Status report
- Summary report
- Operational plan report
- Project Profile Sheet

Input Screens:

Person Responsible: Accounting Assistant (Finance)

OPERATIONS: Upon reception of the status reports when remarks are entered in the MIS :

1. Create dummy file using Procedures "RMT, SD1" and "RMT, SD2"
2. Produce and print the new budget summary report using output report imprime la liste "NBGTSMRY" in menu RAP. FIN DE MOIS
3. Compile the financial summary report, option rapport "Financial Summary" in menu RAP. FIN DE MOIS
4. Produce and Print the operational plan report using the output report "OPERATIONAL PLAN overall summary".
5. Produce and print the detailed operational plan report using the output report "Liste détaillée operational plan" in menu RAP. FIN DE MOIS
6. Compare operational plan report with financial summary report
7. Correct the financial summary report if necessary
8. Prepare status report using Output Report "Prepare Status Report", using option préparation du "Status Report" in menu RAP. FIN DE MOIS
9. Print final Status Report using Output Report "Status Report" using option Impression rapport d'évolution in menu RAP. FIN DE MOIS
10. Print project profile sheet report using output report "Project Profile Sheet" using option Project profile Sheet par mode in menu RAP. FIN DE MOIS
11. Make copies of MIS Reports printed
12. Store reports in project filling cabinet at finance
13. Send copies to:

Report	Distribution
- Preliminary status report	- Control file
- Status report	- Project Officer, EDTDC
- Financial summary	- EDTDC
- Operational plan	- EDTDC
- Detailed operational plan	- EDTDC

14. End of operations

FUNCTION:	1. 4 Process Request Monitoring / 1.4.1 Status Report
ACTIVITY:	1.4.1.5 Modify a Project Profile

Source Documents:

to be specified

Output Documents:

Input Screens:

- modify project objectives
- modify project scope
- duplicate project objectives and scope

Person Responsible: Clerk (Library)

OPERATIONS:

Upon reception of a project profile sheet

- for the first project indicated under Proj # on the Project Profile Sheet,

  1. Modify the project objectives of the Project Profile Sheet if necessary, using the input screen "Modify Project Objectives".

  2. Modify the project scope of the Project Profile Sheet if necessary, using the input screen "Modify Project Scope".

- for the subsequent projects indicated under Proj # on the Project Profile Sheet,

  3. Duplicate project objectives and scope using the input screens "Duplicate Project Objectives" and "Duplicate Project Scope".

  4. Return the Project Profile Sheet to the Project Officer.

  5. End of operations

FUNCTION:	1.4 Process Project Monitoring / 1.4.2 Claim of payment/invoices
ACTIVITY:	1.4.2.1 Receive a claim of progress payment

Source Documents:
Claim of progress payment (CPP)

Output Documents:
Claim of payment routing slip

Input Screens:

- pre-holdback
- pre-invoice

Person Responsible: Accounting clerk (finance)

OPERATIONS:

Upon reception of a CPP from a performer:

1. Complete a claim of payment routing slip.
2. Compare CPP with contract stored in the filing cabinet at Finance
3. If necessary correct CPP with information contained in the contract.

If the CPP - 3 - Contractor report contains the word "holdback",

4. Enter the final claim of progress payment in the MIS with the input screen "pre-holdback".
5. Go to step 8.

Otherwise,

6. Enter the claim of progress payment in the MIS with the input screen "pre-invoice".
7. Go to step 8.
8. Send the claim of payment routing slip and the claim of progress payment to the Project Officer.
9. End of operations

NOTE: After step 4 the voucher number will contain "HOLD"

FUNCTION:	1. 4 Process Project Monitoring / 1.4.2 Claim of Payment /Invoice
ACTIVITY:	1.4.2.2 Pay a claim of progress payment approved

Source Documents:

- Claim of progress payment (approved) (CPP)

Output Documents:

Contract Voucher (CV)

Input Screens:

- Holdback
- Invoice
- Direct invoice

Person Responsible: Accounting Clerk (Finance)

OPERATIONS:

Upon reception of a claim of payment (approved):

1. Prepare and complete the contract voucher (CV)

If the CPP document is for "Holdback" (CPP-3 - Contractor report)

2. Go to activity 1.5.1 project completion

Otherwise

3. Enter claim of payment in the MIS using the input screen "INVOICE" (option invoice procedure in menu MAJ)

If no voucher number with 'XXXXX' was found:

4. Enter the invoice using the input screen "Direct Invoice" procedure in menu MAJ

If there is any "Holdback" on the CPP

5. Enter the holdback amount using the input screen "Holdback" using option comptabilisation d'une retenue in menu MAJ
6. Classify the claim of progress payment and the contract voucher in the project filing cabinet (Finance)
7. End of operations

Note: When step 3 is completed, the voucher number will change for the APV number.

FUNCTION:	1. 4 Process Project Monitoring / 1.4.2 Claim of Payment /Invoices
ACTIVITY:	1.4.2.3 Modify a claim of progress payment amount

Source Documents:

Contract voucher (CV)

Output Documents:

Input Screens:

- CORRECT INVOICE

Person Responsible: Accounting Clerk (Finance)

OPERATIONS:

If the amount of the claim of progress payment is wrong:

1. Change the amount of the claim of progress payment using the input screen "CORRECT INVOICE"
2. End of operations

FUNCTION:	1. 4 Process Project Monitoring / 1.4.2 Claim of Payment /Invoices
ACTIVITY:	1.4.2.4 Prepare Sponsor's Invoicing

Source Documents:

Output Documents:
- TRANS. ACCES Report TDPP
- Energy report
- NEG report

Input Screens: TRANS. ACCES in menu "Recuperation":
- "MAJ et impression rapport TDPP"
- "Rapp/Recup/fond/energ/general"
- "Recuperation des projets neg."

Person Responsible: Accounting Assistant

OPERATIONS:

On month-end

1. Produce the "RECUP. ENERGY REPORT" using the output report Energy in menu RECUPERATION "Rapp/Recup/fond/energ/general"
2. Produce the "TRANSPORTATION ACCESSIBLE REPORT" using the output report TRANS. ACCES (option MAJ et impression rapport TDPP in menu RECUPERATION "MAJ et impression rapport TDPP")
3. Produce the "NEGATIVE PROJECT REPORT" using the output report Operational Plan (option recupération des projets négatifs in menu RECUPERATION "recuperation des projets neg.")
4. From reports produced in steps 1, 2, 3 compile the funds to be collected from sponsors.

If there are no discrepancies, go to step 8

Otherwise

5. Contact sponsor's coordinator (ENERGY, TRANS. ACCES) Project Officer
6. Correct discrepancies using input screen TRANS. ACCES / Energy Amount
7. Reprint the report containing error according to step 1, 2 or 3.
8. Prepare a contract voucher or to invoice recuperate funds.
9. Send copy of the contract voucher or invoice and the reports produced to coordinator
10. Perform Activity 1.4.2.1 Receive a claim of progress payment
11. End of operations

FUNCTION:	1.4 Process Project Monitoring / 1.4.3 Contract Amendment
ACTIVITY:	1.4.3.1 Enter Contract Information in the MIS

Source Documents:

- Contracting Document (CD)

Output Documents:

Input Screens:

CONTRACT AMENDMENT

Person Responsible: Accounting clerk (finance)

OPERATIONS:

Upon reception of contracting document:

1. Verify information of contracting document
2. Enter contracting document in the MIS using input screen "CONTRACT AMENDMENT" (option "amendment" of a contract in menu MAJ)
3. File contracting document form in the project filing cabinet (FINANCE)
4. End of operations

NOTE: When the contracting document is entered the project status is 6- amendment

FUNCTION:	1.4 Process Project Monitoring / 1.4.3 Contract Amendment
ACTIVITY:	1.4.3.2 Receive contract from SSC

Source Documents:
- Contract (CNTR)
- SSC Requisition (SCC)

Output Documents:

Input Screens:

- TRANS/ PROJ
- CF04

Person Responsible: Accounting clerk (FINANCE)

OPERATIONS:

Upon reception of a contract and/or a SSC requisition:

1. Search for funding information using screen TRANS/PROJ for each project mentioned on the contract (option transaction pour un contrat in menu MAJ)
2. Compile funds from TRANS/PROJ result
3. Enter contract funds for each project mentioned on the contract using input screen CF04 (option acceptation d'un contrat/amend in menu MAJ)
4. File contract and SSC requisition in project filing cabinet in Finance
5. End of operation

NOTE: When step 3 is completed the project status is 4 - Active if source document is a contract or 5 - Negotiated if source document is a SSC Requisition

FUNCTION:	1.4 Process Project Monitoring
ACTIVITY:	1.4.4 Terminate a project

Source Documents:	Output Documents:
Approval in principle (AIP)	

Input Screens:

- CF06

Person Responsible: Accounting clerk (Finance)

OPERATIONS:

Upon reception of Approval in principle with the mention "TERMINATED":

1. Enter project termination using the input screen CF06 (option changement de statut/fermeture in menu MAJ)
2. File AIP in project filing cabinet in Finance
3. End of operations

Note: When step 2 is completed, the project status is 1 - terminated

FUNCTION:	1.5 Process Project Completion
ACTIVITY:	1.5.1 Project Completion

Source Documents:

- Certificate of acceptance (CA)
- Contract voucher (CV)

Output Documents:

Input Screens:

Pay Holdback, CF06

Person Responsible: Accounting Clerk (Finance)

OPERATIONS:

Upon reception of "Certificate of Acceptance" and "Contract voucher" with "Holdback" in the invoice number:

1. Pay the holdback invoice using the input screen "Pay Holdback" (option comptabilisation d'une retenue in menu MAJ)
2. Close the project using the input screen CF06 (option changement de statut/fermeture in menu MAJ)
3. File the certificate of acceptance in the project filing cabinet in Finance
4. End of operations

NOTE: When step 2 is completed, the project status is 2 - completed

FUNCTION:	1. 5 Project Completion / 1.5.2 Deliverables Management
ACTIVITY:	1.5.2.1 Print Reminder

Source Documents:

Output Documents:
- reminder letter
- list of reminders issued

Input Screens:

Person Responsible: Central registery

OPERATIONS:

Each morning:

1. Login in the MIS System

   The reminders will be printed on the local printer, the list of reminders will be printed on the central printer

2. Distribute reminders to Project Officers
3. End of operations

FUNCTION:	1. 5 Project Completion / 1.5.2 Deliverables Management
ACTIVITY:	1.5.2.2 Receive Deliverables (Draft)

Source Documents:

Output Documents:
Report information form (routing slip)
Audio-visual deposit form
Draft report information form (6-1)

Input Screens:

N/A

Person Responsible: Records office

OPERATIONS:

Upon reception of a draft report from a contractor:

1. Produce the "Draft report information form" using the output report 6-1 by using option gestion du proj. comp. phase of the PCP menu
2. Complete the 6-1 by writing the number of copies received
3. Attach to 6-1 an audio-visual deposit form and a report information routing slip
4. Send
   - the report information form (routing slip)
   - the audio-visual information form
   - draft report information form (6-1)
   - draft report to the project officer
   - if you have received more than one copy of the draft report, one of them should be sent to Editorial Services
5. End of operations

FUNCTION:	1. 5 Process Project Completion / 1.5.2 Deliverables Management
ACTIVITY:	1.5.2.3 Produce Acknowledge Receipt

Source Documents:	Output Documents: TP request Acknowledgement letter

Input Screens:

Person Responsible: Records office

OPERATIONS:

Upon return of a draft report information form from Editorial Services:

If the report received is not a draft (mentioned at item # 2 of the 6-1):

1. Change status of control stage of the report using the input screen "reculer d'une étape" on menu PCP
2. Go to 8

Otherwise:

3. Obtain over the phone the TP no., for the draft report and complete the transport publications numbering request (P request)
4. Enter the TP no. in the MIS and produce the acknowledgement letter using output report "Acknowledge"
5. Send the acknowledgement letter to Project Officer
6. Send original of TP request to publishing division in Ottawa and a copy to the Editorial Services
7. Change the draft due date using option Modifier les dates DRAFT/FINAL of the menu CNTL des dates
8. End of operations

FUNCTION:	1. 5 Process Project Completion /1.5.2 Deliverables Management
ACTIVITY:	1.5.2.4 Start Revision Process

Source Documents:	Output Documents:
	Mailing list request

Input Screens:

Person Responsible: Records office

OPERATIONS:

Upon return of the acknowledgement letter from Project Officer

1. Produce the mailing list request using option Gestion proj. comp. phase of the menu PCP
2. Send the mailing list request to library
3. End of operations

FUNCTION:	1. 5 Process Project Completion /1.5.2 Deliverables Management
ACTIVITY:	1.5.2.5 Receive a revised draft

Source Documents:

Draft report

Output Documents:

None

Input Screens:

N/A

Person Responsible: Central registery

OPERATIONS:

Upon reception of a draft report revised from contractor:

1. Enter revised draft in the MIS using option Gestion du "Prog. comp. phase" of PCP menu, at **Donnez projet #**, type the project no. for which you have received a revised draft report.
2. Send revised draft report to Project Officer
3. End of operations

FUNCTION:	1. 5 Process Project Completion /1.5.2 Deliverables Management
ACTIVITY:	1.5.2.6 Produce Completion Document

Source Documents:

Final report

Output Documents:

Project completion letter
Certificate of acceptance
Completion document (routing slip)

Input Screens:

DF02
Draft /Final
Project completion

Person Responsible: Central registery (step # 1 to 5)
Accounting clerk (step # 6)

OPERATIONS:

Upon reception of a final report from contractor

1. Enter reception of final report using option 4- Gestion du "Prog. Comp. Phase" of menu PCP (at **Donnez Project #**, type the project no. for which you received a final report)
2. Enter the number of final copies received using the input screen DF02 if necessary
3. Print the completion documents using the output report "Completion documents" (complete the form RS-09-0225)
4. Send completion document to Project Officer
5. Enter in the MIS the final delivery date using the input screen "Draft/final" from option 2 - Modifier les dates draft/final of the CNTL des dates menu
6. Close the project using input screen using option "Changement de Statut/ Fermeture" of menu "MAJ"
7. End of operations

FUNCTION:	1. 5 Process Project Completion /1.5.2 Deliverables Management
ACTIVITY:	1.5.2.7 Distribute and archive a final report

Source Documents:

Information referral service form

Output Documents:

N/A

Input Screens:

N/A

Person Responsible: Central registery

OPERATIONS:

Upon reception of the Information Referral Service form from the Project Officer:

1. Change status of the final report using option Gestion prog. comp. phase of the menu PCP.
2. At **Désirez-vous que ce rapport passe automatiquement aux archives ? (O/N),**
   - type 'O' to archive this report and go to step 3
   - otherwise type 'N' and go to step 5.
3. At **Donnez PROJET #**, type in the project no. for which you have received the final report.
4. At **Donnez le # de TP**, type in the transport publication no. of the related project.
5. End of operations

FUNCTION:	2.10 Proposed Project Management
ACTIVITY:	2.10.1 Enter proposed project information in the MIS

Source Documents:	Output Documents:
Proposed Project Report	Proposed Project Report

Input Screens: BF01

Person Responsible: Project Officer and Secretary

OPERATIONS:

Upon reception of a Proposed Project:

1. Enter proposed project in the MIS using the input screen BF01 using option insert a new proposal or to modify a proposal in menu MAJ/PPF.
2. Produce and print Proposed Project Report by Responsibility Centre from the same menu as step 1.
3. Send Proposed Project Report to EDTDC for comments.

FUNCTION:	2.10	Proposed Project Management
ACTIVITY:	2.10.2	Enter EDTDC comments in the MIS

Source Documents:	Output Documents:
Proposed Project Report	Proposed Project Report

Input Screens: BF06

Person Responsible: EDTDC's Secretary

OPERATIONS:

Upon reception of a Proposed Project with comments from EDTDC:

1. Enter EDTDC comments in the MIS using the input screen BF06 (option EDTDC comments in menu MAJ/PPF)
2. Produce and print proposed project report by resp. centre from the same menu as step 1.
3. Send a copy of proposed project report to Division Chief and Project Officer.

2.1 OUTPUT REPORTS

Description	Page
Accessible Transportation report	51
Acknowledgement letter	54
Completion document	56
Contractors list	60
Create and work with "dummy" files	62
Detailed operational plan report	63
Draft report information form	69
Energy report	72
Financial Summary	74
List of reminders issued	81
List of Sponsors	83
List of tasks for a TIES	85
List of transactions entered	91
Mailing list request	93
MIS Data entry feedback	95
MIS Project entry form	99
Operational plan report	103
Prepare status report	106
Project Officer reminder	110
Project profile sheet	112
Status Report	116
Summary report	118

DESCRIPTION	Accessible Transportation

Purpose: Print all projects related to accessible transportation

Sequence: Program

Output form: 11 x 13"

Frequency: Monthly

Distribution: Project Officer
EDTDC

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Recuperation
2.	Recuperation	MAJ et impression rapport TDPP

REMARKS:

1. Press <CR> to erase first screen page giving information on report purpose.
A menu will appear on your screen.
2. Select option 3-Impression du rapport
3. At **Give Mois/CP ->**, type accounting month
4. at **Est-ce que c'est un rapport final? (oui/non)**
   - type oui if the report is final
   - type non if the report is preliminary
5. at **Give DATFIN/M ->**, type the month-end date for which you print the report (ex.: 30 nov. 89)

After a while, the computer will return to menu RECUPERATION

NOTE: The report will be outputted to the printer located in Finance.

TDC Disabled and Elderly research projects 1991/92

- MENU -

1- CREATION DE PROJETS

2- MISE A JOUR DE PROJETS E & H

3- IMPRESSION DU RAPPORT

PESEZ [RETURN] POUR CHOISIR UTILISEZ LES FLECHES POUR DEPLACER [0]ARRETER

POUR LA PERIODE SE TERMINANT LE 30 NOV. 89

PRELIMINAIRE

PROGRAM: SIGHT OR HEARING IMPAIRED
PROGRAMME:

PROJ #	CONTRACTOR	PROJECT TITLE	AMOUNT TO BE RECOUPED	AMOUNT RECOUPED	BDT $ CY	STATUS	AUTHORIZED
6908	RUTENBERG DESIGN INC.	COMMUNIC-AID II	0	9,387	11,781	ACTIVE	11,000
6911	RUTENBERG DESIGN INC.	PORTABLE COMMUNIC/TRANSLATOR	0	2,146	15,813	ACTIVE	2,000
7059	THE CANADIAN HEARING SOCIETY	HEARING PROBLEMS IN TERMINALS	0	0	1,801	ACTIVE	1,000
		PROGRAM'S TOTAL:	0	11,533	29,396		16,100

PROGRAM: COGNITIVELY IMPAIRED
PROGRAMME:

7176	BEHAVIOURAL TEAM	COGNITIVELY DISABLED TRAVELLER	0	41,500	54,000	ACTIVE	54,000
		PROGRAM'S TOTAL:	0	41,500	54,000		54,000

PROGRAM: ENABLING TECHNOLOGIES & DISCIPLINES
PROGRAMME:

6703	CAE ELECTRONICS LIMITED	AUTOMOBILE DRIVING SIMULATOR	0	0	370	ACTIVE	400
6989	TRANSVISION CONSULTANTS LTD	TRAVEL INFO FOR ESD PERSONS	9,224	19,800	19,800	ACTIVE	19,800
		PROGRAM'S TOTAL:	9,224	19,800	20,170		20,200

PROGRAM: TECHNOLOGY SUPPORT/INFORMATION TRANSFER
PROGRAMME:

6479	COALITION PROV. ORG. HANDICAPP	COPOH CONSULTATION SERVICE '86	1,440	3,156	6,000	ACTIVE	19,000
6914	TES LIMITED	TIES ESD PROGRAM/TES LTD	11,300	11,300	52,466	ACTIVE	11,300
6921	MILLE MOTS	COMMUNICATION POUR PERS 87-88	4,493	5,011	9,295	ACTIVE	15,000
7045	JAMES F. MICALING MANAGEMENT	ESD DATABASE DEVELOPMENT	20,006	50,315	100,300	ACTIVE	100,000
7373	TES LIMITED	TIES ESD PROGRAM/TES LTD	0	0	36,300	ACTIVE	36,300
		PROGRAM'S TOTAL:	37,320	69,782	204,561		181,600

PROGRAM: SSC FEES
PROGRAMME: FRAIS DE SERVICE DU M.A.S.

7345	IN-HOUSE-TDT TECH.APPLICATIONS	DSS FEES EIH 1989/90	0	0	40,000	ACTIVE	40,000
		PROGRAM'S TOTAL:	0	0	40,000		40,000

DESCRIPTION	Acknowledgement letter

Purpose: Print the acknowledge receipt for a specific project in completion phase

Sequence: N/A

Output form: 8 1/2 x 11"

Frequency: Upon request

Distribution:
- EDTDC
- Division Chief
- Project Officer

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS (records office)	PCP
2.	PCP	Gestion du "proj comp. phase"

REMARKS:

1. At: **Donnez project #->**, type in the project number from the 6-1.
2. At: **S.V.P. Donnez le numéro de TP ->**, type in the transport publication number obtained over the phone.
3. At: **Donnez le titre de la publication pour le TP #2**

   Ligne 1 [ ]

   Ligne 2 [ ]

   Ligne 3 [ ]

   type in the title of the draft report found on the 6-1, 1- Title of the draft.
4. Enter the target date for technical review using input screen DF02.

The computer prints the acknowledge receipt on the printer located in records office and returns to menu PCP.

Transports Canada
Centre de développement des transports
Complexe Guy-Favreau
200 ouest, boul. René-Lévesque
Tour ouest, suite 601
Montréal (Québec) H2Z 1X4
Tél: (514) 283-0000
Fac-similé: (514) 283-7158

Transport Canada
Transportation Development Centre
Guy Favreau Complex
200 René Lévesque Blvd West
West Tower, Suite 601
Montreal, Quebec H2Z 1X4
Tel: (514) 283-0000
Facsimile: (514) 283-7158

Votre référence / Your file

[illegible]-112-6
6210

89/12/11
DE HAVILLAND AIRCRAFT CO. CAN.
GARRATT BLVD

DOWNSVIEW, ONTARIO
M3K 1Y5

SUBJECT: TP# 2
R & D- GENERAL

DEAR SIR/MADAM:

WE ACKNOWLEDGE RECEIPT OF THE ABOVE DRAFT REPORT. FOLLOWING A PRELIMINARY REVIEW OF THE REPORT, WE NOTE THAT THE FOLLOWING REQUIRED DOCUMENT(S) IS (ARE) MISSING:

- [ ] REPORT DOCUMENTATION FORM
- [ ] SUMMARY REPORT
- [ ] SUMMARY SECTION
- [ ] LIST OF ALL EQUIPMENT PERTAINING TO THE PROJECT AND BELONGING TO TRANSPORT CANADA
- [ ] OTHER _____

_____

PLEASE FORWARD THIS (THESE) ITEM(S) TO US AS SOON AS POSSIBLE SO THAT WE MAY EXPEDITE THE PROCESSING OF YOUR PROJECT.

IN THE MEANTIME, WE ARE PROCEEDING WITH A DETAILED TECHNICAL AND EDITORIAL REVIEW OF THE REPORT, WHICH WE EXPECT TO COMPLETE ON 89/12/11.

YOURS VERY TRULY,

_____
PROJECT OFFICER

C.C. RECORDS OFFICE

Canada

DESCRIPTION	Completion document

Purpose: Print the Certificate of Acceptance, the Completion Document (Routing Slip) and the Draft Acknowledge Receipt for a specific project

Sequence: N/A

Output form: 8 1/2 x 11"

Frequency: Upon request

Distribution: - Project Officer

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS (records office)	PCP
2.	PCP	Gestion du "proj comp. phase"

REMARKS:

1. At: **Donnez project #->**, enter the project number for which you have received a final report.

2. At: **Désirez vous reprendre l'impression de cette lettre? (O/N),**
   type in O if you want to reprint the document
   type in N if the document is printed normally.

3. At: **Désirez-vous reprendre l'impression du certificat? (O/N),**
   type in O if you want to reprint the document
   type in N if the document is printed normally.

4. At: **Désirez-vous reprendre l'impression du document de terminaison? (O/N)**
   type in O if you want to reprint the document
   type in N if the document is printed normally.

The computer will return to the PCP menu.

Transportation Development Centre (TDC)

Centre de développement des transports CDT

Certificate of Acceptance
Certificat d'acceptation

Contract Title
Titre du contrat

TDC Project No.
N° de projet CDT

TDC Contract No.
N° de contrat CDT 6210

Contractor
Contractant STOL ENERGY EFFICIENCY

TDC File No.
N° de dossier CDT

Project Officer
Agent de projet

DSS or TC Contract No.
N° de contrat MAS ou TC 01SS-112-6

Responsibility Centre No.
N° de centre de responsabilité DE HAVILLAND AIRCRAFT CO. CAN.
MYERS

Requisition No.
N° de commande T8200-4-4513 / T8200-4-4513

257120

This is to certify that the above contract has been completed in accordance with the terms and conditions of the contract/agreement.

Ceci est pour certifier que le contrat ci-dessus a été complété en conformité avec les termes et conditions du contrat/accord.

The final reports and/or any other deliverables have been received and found satisfactory. Authorization is hereby granted to

Les rapports finals et/ou tout ce qui se rattache au contrat ont été reçus et jugés satisfaisants. L'autorisation est accordée par le présent certificat de

a) pay the final invoice on receipt (contracts other than DSS) ☐

a) payer la facture finale sur réception (contrats autres que ceux du MAS)

b) release the holdback on receipt of Claim for Progress Payment (DSS contracts) ☐

b) faire la remise de la retenue sur réception de la demande de paiement périodique (contrats du MAS)

Other comments

Autres observations:

Prepared by/Préparé par: Project Officer/Agent de projet

Signature _____ Date: _____

Recommended by/Recommandé par: Division Head/Chef de division

Signature _____ Date: _____

Approved by/Approuvé par: EDTDC

Signature _____ Date: _____

CDT/TDC 79-010 REV. 12 82

Transports Canada / Transport Canada
Développement / Development

Centre de developpement des transports
Transportation Development Centre
Bordereau d'Acheminement/Routing Slip

Canada

DOCUMENTS DE TERMINAISON/COMPLETION DOCUMENTS

Titre du Contrat: / Contract Title: STOL ENERGY EFFICIENCY

No. de Projet CDT: / TDC Project No.: 6210

Contractant: / Contractor: DE HAVILLAND AIRCRAFT CO. CAN.

No. de Dossier CDT: / TDC File No.: CDT: D1455-112-6

Agent de Projet: / Project Officer: 257120

No. de Contrat MAS/TC: / DSS/TC Contract No.: T8200-4-4513

No. du Centre de Responsabilité: / Responsibility Centre No.:

No. de Commande: / Requisition No.: T8200-4-4513

No. de Révision: / Amendment No.:

ACHEMINER VERS / ROUTE TO (Nom/Name)	RESPONSABILITE / RESPONSIBILITY	ACTION	REÇU / RECEIVED		ACHEMINE / FORWARDED	
			Date	Init.	Date	Init.
	Agent de Projet / Project Officer	Preparer & annexer / Prepare & attach: Form. IRC 09-0181 (1)				
	Chef de Division / Division Head	Examen & signature (accessible) / Review & sign (releasable)				
	—ou/or— EDTDC / EDTDC	Examen & signature (non-accessible) / Review & sign (non-releasable)				
	Fichier Central / Records Office	— Expedition des rapports aux biblio. / Expedite reports to libraries — Ret. à l'A.P.: / Return to P.O.: Form IRC Cop. #3 & 4 (3)				
	Agent de Projet / Project Officer	Preparer & annexer/Prepare & attach: — Form. CDT/TDC 79-010 (2) Annexer/Attach: — Form. IRC 09-0181 Cop. #3 (3)				
	Chef de Division / Division Head	Examen & signature / Review & sign (Envoyer au dossier — Form. IRC 09-0181 Cop. #3) (Send to file — Form IRC 09-0181 Cop. #3) (3)				
	EDTDC / EDTDC	Examen & signature / Review & sign				
	Agent-Bud. & Fin. / Bud. & Fin. Off.	Examen & traitement / Review & process				

Note:
(1) Seulement requis pour projets où les termes du contrat exigent un rapport écrit.
Only required for projects where terms of contract specify a written report.

(2) Necessaire pour tous les projets.
Required for all projects.

(3) Les initiales de l'expéditeur et la date d'expedition des rapports à IRC, Ottawa, et la Bibliothèque du CDT doivent être indiquées par le F.C.
Should include sender's initials and date on which Records Office sent reports to IRC, Ottawa and TDC Library.

CDT/TDC 79-015 Rev. 87-08

Transports Canada
Centre de développement des transports
Complexe Guy-Favreau
200 ouest, boul. René-Lévesque
Tour ouest, suite 601
Montréal (Québec) H2Z 1X4
Tel: (514) 283-0000
Fac-similé: (514) 283-7158

Transport Canada
Transportation Development Centre
Guy Favreau Complex
200 René Lévesque Blvd. West
West Tower, Suite 601
Montreal, Quebec H2Z 1X4
Tel: (514) 283-0000
Facsimile: (514) 283-7158

Votre référence / Your file

Notre référence / Our file
D 1455-112-6
6210

89/12/11

DE HAVILLAND AIRCRAFT CO. CAN.
GARRATT BLVD

DOWNSVIEW, ONTARIO
M3K 1Y5

SUBJECT: PROJECT COMPLETION
STOL ENERGY EFFICIENCY
TP# 2
R & D- GENERAL

DEAR SIR/MADAM:

WE ACKNOWLEDGE RECEIPT OF 2 PRINTED COPIES OF THE ABOVE-MENTIONED REPORT (AS WELL AS 0 COPIES OF THE SUMMARY REPORT).

TO HELP US EXPEDITE THE PROCESSING OF YOUR CONTRACT WITH TDC AND THE RELEASE OF ANY HOLDBACK PAYMENT, PLEASE SEND US:

- ANY EQUIPMENT OR MATERIAL PERTAINING TO THE PROJECT: AUDIO-VISUAL MATERIAL, WORKING DOCUMENTS...;
- YOUR FINAL INVOICE (DSS FORM 1111, 5-83), IF NOT ALREADY SUBMITTED, AND
- YOUR CLAIM (DSS FORM 1111,5-83) FOR A HOLDBACK PAYMENT.

YOUR PROMPT ATTENTION TO THIS MATTER WOULD BE APPRECIATED.

YOURS VERY TRULY,

PROJECT OFFICER

C.C. RECORDS OFFICE
TDC FINANCE

Canada

DESCRIPTION	Contractors list

Purpose: Print an alphabetical list of all contractors registered in the MIS System

Sequence: Contractor name

Output form: 8 1/2 x 11"

Frequency: Upon request

Distribution:
- Project Officer
- Accounting clerk (Finance)
- Accounting Assistant (Finance)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Organisme
2.	Organisme	Liste des organismes

REMARKS:

NOTE: The list is normally routed on the screen; to reroute the list on the printer located in Finance, at **Choisissez une option** in menu organisme, type in the refenence number of your choice followed by "->P"

LISTE A DATE DES ORGANISMES

No de SEQU	NOM CIE
101	
111	
542	
387	AC STATPOWER INC.
130	ACRES CONSULTING SERVICES LTD
413	ADGA (QUEBEC) LTD.
452	AERCOUSTICS ENGINEERING LTD.
333	AERODAT LIMITED
511	AIR MC
246	AIR SPECIALITY CONSULTANTS
454	AIR TREK SYSTEMS LTD.
133	ALBERY,FULLERTON,DICKSON & LTD
516	ALCAN INTERNATIONAL LIMITED
134	ALFMATERT
207	ANDREW ANTENNA CO. LTD.
325	ANDIA-TREMBLAY AND ASSOCIATES
528	APA ASSOCIES EN PLANIFICATION
119	APPLIED AI SYSTEMS INC.
241	ARCTIC NEWFOUNDLAND LIMITED
117	ARCTIC RESEARCH & DEVELOPMENT
523	ARCTIC SCIENCES LIMITED
301	ARNAV SYSTEMS INC.
292	ARNO NEIMOMEM ARCTIC CONS.INC.
299	ARRAY SYSTEMS COMPUTING INC.
403	ARROW STEEL INDUSTRIES LTD
141	ASSOC. DU CAMIONNAGE DU QUEBEC
331	ASSOCIATION AMERICAN RAILROADS
345	ASTROFF CORNUM ROSS ASS INC.
412	ATARA INCORPORATED
290	ATLANTIS AEROSPACE CORPORATION
520	AUDUR COMMUNICATION INC.
138	AVIATION PLANNING ASSOCIATES
277	AVIATION PLANNING SERVICES LTD
426	B. HELM ASSOCIATES, LTD.
146	B.C. HYDRO
439	B.M. LEVELTON & ASSOCIATES LTD
204	BARRINGER RESEARCH LIMITED
293	BATTELLE MEMORIAL INSTITUTE
351	BAYLY ENGINEERING LTD
131	BEAUCHEMIN,BEATON,LAPOINTE INC
142	BEHAVIOURAL TEAM
357	BELL AEROSPACE CANADA TEXTRON
430	BERT VAN LEEUWEN INDUSTRIAL
288	BINARY COMMUNICATIONS INC.
479	BLACK & MCDONALD LTD
341	BOEING COMMERCIAL AIRPLANES
415	BOMBARDIER INC.
144	BOMBARDIER-RLW LTEE
167	BOSTON, MENSI, OUIMA ASSOC.,LTD

DESCRIPTION	Create and work with "Dummy " files

Purpose: Create dummy file for end of month procedures

Sequence: N/A	**Output form:** N/A
	Frequency: Once a month

Distribution: N/A

ACCESS METHOD:

Step #	Menu Displayed	Options to choose

REMARKS:

To create the dummy files:

1. at **Choisissez une fonction ->** , type 0
2. at **Commande =**, type RMT,SD1
3. at **Commande =**, type RMT,SD2
4. at **Commande=**, type MENU

The computer will return to the menu

To work with the dummy files

1. at **Choisissez une fonction ->**, type 0
2. at **Commande=**, type RMT, DUM

The computer will print a message telling you that you are working with a dummy file

3. at **Commande =**, type MENU

The computer will return to the menu

To finish working with the dummy files and return to normal operation:

1. at **Choisissez une fonction ->**, type 0
2. at **Commande =**, type ZAP
3. at **Application ->**, type MIS

The computer will return to the current MIS Menu.

DESCRIPTION	Detailed operational plan report

Purpose: To find differences between financial summary report and the operational plan report

Sequence: Sponsor

Output form: 11 x 13"

Frequency: Upon request

Distribution: Accounting assistant (Finance)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Rap. fin de mois
2.	Rapport fin de mois	liste detaillee operation plan

REMARKS:

1. Use the arrows (up/down) to select the appropriate option

   (the operational plan for all sponsors, the operational plan for a specific sponsor)

2. At "**Ok! désirez-vous votre rapport?**"

   - type 1, to print the report on the printer located in Finance
   - type 2, to display the report on your screen

The computer prints or displays the report and returns to menu rap. fin de mois

NOTE: The list is normally displayed on the screen; to route the list on the printer located in Finance, at **Choisissez une option** on menu, type in the reference number of your choice followed by "-> P"

LE BUT DE CE PROGRAMME EST DE PRODUIRE DEUX RAPPORTS "PROJECT" PROFILE SHEET" DANS DEUX FICHIERS EXTERNES "SHEETP.PRO" ET "SHEET2.PRO" .UNE FOIS QUE LES RAPPORTS SONT PRODUIT, VOUS REPONDEZ AUX QUESTIONS POUR L'IMPRESSION DES RAPPORTS.

POUR CONTINUER LA PROCEDURE APPUYEZ SUR LA CLEF [RETURN] OU TAPEZ "0" POUR RETOURNER AU MENU.

S.V.P. VOTRE REPONSE ->

<ret>PESEZ SUR UNE TOUCHE POUR CONTINUER [0] ARRETER

LES RAPPORTS "PROJECT PROFILE SHEET" CE SONT BIEN TERMINE,
ET LES FICHIERS "SHEETP.PRO" ET "SHEET2.PRO" ONT BIEN ETE
CREE. POUR IMPRIMER CES RAPPORTS S.V.P. SUIVEZ LA PROCEDU-
RE SUIVANTE :

SI VOUS REPONDEZ "OUI" A LA QUESTION SI DESSOUS ALORS AS-
SUREZ-VOUS QUE LE PAPIER SOIT BIEN ALIGNE A L'IMPRIMANTE.

SI VOUS REPONDEZ "NON" ALORS VOUS POUVEZ IMPRIMER LES RAP-
PORTS PLUS TARD A "COMMANDE=" AVEC LES COMMANDES SI DESSOUS:

```
!lp SHEETP.PRO  PUIS PESEZ SUR (RETURN)
!lp SHEET2.PRO  PUIS PESEZ SUR (RETURN)
```

Commande= ETES-VOUS PRET A IMPRIMER LES RAPPORTS ? (OUI/NON)

2nd CHOICE OF SCREEN
NO. 1

```
lqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqk
xS.V.P. DONNEZ LE NUMERO DE SPONSOR:                                      x
xOU TAPEZ '0' POUR ANNULER                                                x
mqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqj
```

3rd CHOICE OF SCREEN NO. 1

```
lqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqk
xS.V.P. DONNEE LE CENTRE:          ET LE NUMERO DE SPONSOR:                    x
xOU TAPEZ '0' POUR ANNULER                                                     x
mqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqj
```

Liste pour : CSPONSOR : TDC-DIM
RSPB CNT : 257100

PROJE	EST $ CY	TOT$INCR	PREV YRS	INCR$ CY	ACT $ CY
7316	205,354.00	129,000.00	0.00	129,000.00	0.00
	205,354.00	129,000.00	0.00	129,000.00	0.00

Total (1 Enr.) Pour RSPB CNT = 257100

Liste pour : CSPONSOR : TDC-DIM
RSPB CNT : 257110

PROJE	EST $ CY	TOT$INCR	PREV YRS	INCR$ CY	ACT $ CY
7141	22,000.00	47,000.00	27,000.00	20,000.00	18,518.91
6931	9,700.00	54,990.00	45,290.00	9,700.00	9,700.00
6710	4,000.00	29,035.34	25,877.91	3,157.43	3,157.43
6716	0.00	0.00	0.00	0.00	0.00
6745	0.00	30,622.30	30,622.30	0.00	0.00
7257	60,000.00	10,000.00	0.00	10,000.00	2,982.02
6762	0.00	24,283.55	24,283.55	0.00	0.00
7053	190,000.00	200,000.00	200,000.00	0.00	0.00
6377	0.00	0.00	0.00	0.00	0.00
6797	0.00	100,000.00	100,000.00	0.00	0.00
6805	15,060.00	7,000.00	0.00	7,000.00	0.00
6312	14,953.30	75,000.00	69,771.70	5,228.30	5,094.43
7285	20,000.00	10,000.00	0.00	10,000.00	1,106.26
7256	84,662.00	62,000.00	0.00	62,000.00	54,530.79
7260	12,500.00	12,000.00	0.00	12,000.00	0.00
6567	0.00	61,792.00	61,792.00	0.00	0.00
6583	0.00	197,335.19	197,335.19	0.00	0.00
7294	0.00	0.00	0.00	0.00	0.00
7305	48,000.00	40,000.00	0.00	40,000.00	26,625.94
7306	140,000.00	30,000.00	0.00	30,000.00	17,500.00
6871	10,534.43	84,432.73	77,590.57	6,842.16	6,842.16
7047	99,607.61	130,000.00	100,392.39	29,607.61	14,345.69
7319	13,000.00	2,500.00	0.00	2,500.00	0.00
6631	25,000.00	85,500.00	83,000.00	2,500.00	2,500.00
7330	40,000.00	0.00	0.00	0.00	0.00
7060	4,490.19	18,200.00	13,709.81	4,490.19	1,247.73
6919	0.00	19,945.00	19,945.00	0.00	0.00
	725,507.53	1351,416.11	1096,610.42	255,025.69	164,151.36

Total (27 Enr.) Pour RSPB CNT = 257110

Liste pour : CSPONSOR : TDC-DIM
RSPB CNT : 257120

PROJE	EST $ CY	TOT$INCR	PREV YRS	INCR$ CY	ACT $ CY
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

DESCRIPTION	Draft report information form

Purpose: Advise a project officer that a draft report has been received from contractor

Sequence: N/A

Output form: 8 1/2 x 11"

Frequency: Upon request

Distribution: Project Officer

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	PCP
2.	PCP	Gestion du "Proj. comp. phase"

REMARKS:

1. at **Give Project # ->**, type the project no. of the draft report received from contractor.

The computer prints the draft report information form and returns to PCP menu.

NOTE: The form will be printed automatically on the printer located in the records office.

DRAFT REPORT INFORMATION FORM

PROJECT NUMBER: 6210
PROJECT TITLE (as on contract):STOL ENERGY EFFICIENCY

NUMBER OF COPIES RECEIVED:_____

1. TITLE OF DRAFT REPORT (review and modify title, if necessary; provide series titles, volume number and sub-title, if applicable):

_____

_____

_____

2. TYPE OF DRAFT REPORT:

|_| FINAL REPORT
|_| SUMMARY REPORT
|_| INTERIM REPORT FOR PUBLICATION
|_| PROGRESS REPORT OR OTHER WORKING DOCUMENT NOT FOR PUBLICATION

N.B. IF YOU CHECK THE LAST BOX, STOP HERE AND FORWARD THE FORM DIRECTLY TO EDITORIAL SERVICES/RECORDS OFFICES.

3. PRELIMINARY REVIEW OF REPORT

|_| ACCEPTED FOR DETAILED TECHNICAL REVIEW, OR
|_| REJECTED

(If rejected, notify contractor in writing, with copies to EDTDC and to Records Office, and advise Editorial Services by telephone. Return the form to Records Office).

4. TARGET DATE FOR DETAILED TECHNICAL REVIEW:

THE DATE AT WHICH YOU ANTICIPATE SENDING TECHNICAL AND EDITORIAL COMMENTS TO THE CONTRACTOR IS __ / __ / __ .

5. ADDITIONAL DOCUMENTS REQUIRED

REPORT DOCUMENTATION FORM(S)	|_| RECEIVED	|_| NOT RECEIVED
SUMMARY SECTION	|_| RECEIVED	|_| NOT RECEIVED

INFORMATION PROVIDED IN ITEMS 6 TO 8 WAS EXTRACTED FROM THE MIS PROJECT ENTRY FORM. PLEASE CONFIRM OR MODIFY, AS REQUIRED.

6. LANGUAGE REQUIREMENTS: CONTRACTOR

|_| UNCHANGED
|_| MODIFIED FOR: _____

TRANSLATION TO BE PROVIDED BY: UNDEF

|_| TDC |_| CONTRACTOR

7. REPORT DELIVERABLES:

NUMBER OF COPIES REQUIRED BY CONTRACT:

8. OTHER DELIVERABLES: - - - -
- - -

AMENDED |_| NO CHANGE _____

_____

HAS CONTRACTOR PROVIDED A LIST OF EQUIPMENT OR MATERIAL BELONGING TO TRANSPORT CANADA, WITH COMPLETE IDENTIFICATION, LOCATION, VALUE, ETC.?

|_| YES |_| NO |_| NOT APPLICABLE

_____ _____

PROJECT OFFICER DIVISION CHIEF

DESCRIPTION	Energy report

Purpose: Print all projects from Energy Program having recouped amount

Sequence: By Energy Program
By Responsibility Centre
By Project Title

Output form: 11 x 13"

Frequency: Monthly

Distribution: 1.4.2.4 Prepare sponsor's invoicing

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Recuperation
2.	Recuperation	Rapp/recup/fond/energ/general

REMARKS:

1. at **Est-ce que c'est un rapport final ?**
   - at "Votre réponse oui/non", use arrows (right/left) and hit [return] to select final report or preliminary report
   - type non if the report is preliminary
2. at **Donnez Mois/CP ->**, type the accounting month
3. at **Donnez Datfin/m ->**, type the month-end date for which you print the report (ex.: 30 nov. 89)

The computer will return to menu recuperation

NOTE: The report will be outputed to the printer located in Finance

ENERGY FUNDED PROJECTS IN FY 89/90
==========
RAPPORT D'ENERGIE POUR 1989/90

PROGRAMME: CONS

PRELIMINAIRE

CENTRE DE RESPONSABILITE: 257130
RESPONSABILITY CENTRE :

#PROJ	CONTRACTANT/CONTRATOR	TITRE/TITLE PROJET	MNT A RECOUVRER/ MNT TO BE RECOU	MNT RECUPERE/ MNT RECOUPED	BCY $ CY	STATUT / STATUS	MNT AUTORISE/ MNT AUTHORIZE	SPONS #	
6884	IMPERIAL OIL LIMITED	TRUCK DRIVE TRAIN TRIBOLOGY	0	41,356	100,100	ACTIVE	100,000	1.5.2	
6901	AFFLIED AI SYSTEMS INC.	KNOWLEDGE-BASED DISPATCHER HEL	0	0	24,802	AMENDMNT	5,000	1.5.3	
6979	MOTOR COACH INDUSTRIES	PROTOTYPE 45FT INTERCITY BUS	0	0	240,000	ACTIVE	240,000	1.5.2	
7131	FOREST ENG. RES. INST. (FERIC)	HEAVY VEH. FUEL CONSUMP. MODEL	77,296	77,296	172,296	ACTIVE	50,000	1.5.2	88
7290	STATUS ELECTRICAL CORP.	HELP TECHNOLOGY EVALUATION, BC	0	0	0	TERMINAT	0	1.5.2	
7358	STATUS ELECTRICAL CORP.	HELP TECHNOLOGY EVALUATION, BC	0	0	150,000	ACTIVE	100,000	1.5.2	
	TOTAL DU CENTRE DE RESPONSABILITE: 257130 TOTAL OF RESPONSABILITY CENTRE :		77,296	118,652	687,198		495,000		

DESCRIPTION	Financial Summary

Purpose: Print financial report for all responsibility centres or for a specific responsibility centre

Sequence: Responsibility centre

Output form: 8 1/2" X 11 "

Frequency: Upon request

Distribution: Accounting assistant (Finance)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1	MIS	RAP> FIN DE MOIS
2	Rapport	Rapport "Financial Summary"

REMARKS:

1. Select the accounting month for which you want to print the report (move the arrow on the month to select using the up, down, right or left arrow)then press [return].

2. Select the responsibility centre (move the cursor on the responsibility centre to select using up, down, right or left arrow,) then press [return].

The computer prints the Financial Summary Report for the responsibility centre for a given period and returns to menu RAP. FIN DE MOIS.

SCREEN NO 1

"FINANCIAL SUMMARY"

- MISE A JOUR DU FICHIER
- MODIFICATION DU MONTANT AUTORISE ET PLANNIFIE
- IMPRESSION DU RAPPORT

PESEZ [RETURN] POUR CHOISIR UTILISEZ LES FLECHES POUR DEPLACER [0]ARRETER

SCREEN TO CHANGE VALUES
2nd CHOICE ON SCREEN # 1

CENTRE DE RESPONSABILITE : 257100

FUNDING SOURCE	AUTH. FUNDS CY	PLANNED FUNDS CY	BUDGETED FUNDS	ACT$CY	INCURRED $ CY	EST$CY	ESTIMATED OVER/UNDER
TDC-O&M	0	0	0	0	0	0	0
R&D CORE	0	0	149	46	46	299	-299
TDPP	0	0	0	0	0	0	0
COAL-SUPLY	0	0	0	0	0	0	0
CONS	0	0	0	0	0	0	0
TRNS	0	0	0	0	0	0	0
LIQS	0	0	0	0	0	0	0
TOT.ENERGY	0	0	0	0	0	0	0
TDC-EXT	0	0	0	0	0	0	0
TOTAL	0	0	149	46	46	299	-299
ERDA/QUE	0	0	0	0	0	0	0
CONT-TDPP	0	0	0	0	0	0	0
OTHER O&M	0	0	0	0	0	0	0

Repondez puis tapez [RETURN]. Pour terminer tapez [RETURN] jusqu'a la fin.
'@' puis [RETURN] pour annuler.
Esc-chr: ^] help: ^]? port:N speed:unkwn parity:none echo:rem VT102 ....

CHOICE 3.1 ON SCREEN # 1

PESEZ [RETURN] POUR CHOISIR UTILISEZ LES FLECHES POUR DEPLACER [0]ARRETER

CHOICE 3.2

PESEZ [RETURN] POUR CHOISIR UTILISEZ LES FLECHES POUR DEPLACER [0]ARRETER

CHOICE 3.3S

```
lqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqk
x   CHOISISSEZ VOTRE MOIS COMPTABLE ? x
x   ---------------------------------  x
x                                      x
x     1 - AVRIL        2 - MAI         x
x     3 - JUIN         4 - JUILLET     x
x     5 - AOUT         6 - SEPTEMBRE   x
x     7 - OCTOBRE      8 - NOVEMBRE    x
x     9 - DECEMBRE     10- JANVIER     x
x     11- FEVRIER      12- MARS        x
x     13- P13          14- P14         x
mqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqj
lqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqk
x 257100  EXECUTIVE DIRECTOR - TDC          x
x 257110  CURRENT TECHNOLOGY                xlqqqqqqqqqqqqqqqk
x 257120  ADVANCED TECHNOLOGY               xx VOTRE REPONSE x
x 257130  TECHNOLOGY APPLICATION            x
x 257140  TECHNOLOGY DEVELOPMENT           x
x 257150  TRANSPORTATION SYSTEM TECH.       x
mqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqj
```

PESEZ [RETURN] POUR CHOISIR UTILISEZ LES FLECHES POUR DEPLACER [0]ARRETER

THIS IS THE REPORT FOR CHOICE # 3

DATE IRAI	1991/92	FINANCIAL SUMMARY ($000's)			RESP. CENTRE : 25/100	
FUNDING SOURCE	FUNDING STATUS		COMMITMENT	EXPENDITURE		FORECAST VARIANCE
	AUTHORIZED FUNDS CY	PLANNED FUNDS CY	BUDGETED FUNDS	ACT & CY	INCURRED & CY	EST & CY	ESTIMATED OVER OR UNDER COMM
TDC O&M (PASS)	0	0	0	0	0	0	0
R&D CORE	0	0	621	0	0	621	-621
TUPP	0	0	0	0	0	0	0
ENERGY : COAL SUPP	0	0	0	0	0	0	0
COMS	0	0	0	0	0	0	0
TRNS	0	0	0	0	0	0	0
FUEL USE	0	0	0	0	0	0	0
TOTAL ENERGY	0	0	0	0	0	0	0
OTHER EXTERNALS	0	0	0	0	0	0	0
TOTAL	0	0	621	0	0	621	-621
ERDA-OUE	0	0	0	0	0	0	0
CONTRIBUTION E & HI	0	0	0	0	0	0	0
AGREEMENTS	0	0	0	0	0	0	0
OTHER O & M	0	0	0	0	0	0	0

DESCRIPTION	List of reminders issued

Purpose: Provide a list of all reminders issued

Sequence: Project no.

Output form: 8 1/2 x 11"

Frequency: Daily

Distribution: Records office supervisor

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
(Automatically printed at login)		
	OR	
1.	MIS (Records office)	PCP
2.	PCP	Imprime les rappels du jour

REMARKS:

The computer prints the list of reminders at the central printer. Then the computer returns to menu MIS (Records office) or to menu PCP.

91/02/12 [07:52:42]

LISTE DES RAPPELS DU JOUR

PROJ	OFF PRJT	REQN.#	STATUS	PRJT TTL	LAST DAT	RAPPEL D	RAP
7199	REID	8-8548	ACTIVE	SHIP VIBRATION ANAL	91/02/04	91/02/12	2
7279	WALKER	9-9510	ACTIVE	SINADS II	91/02/04	91/02/12	2

DESCRIPTION	List of sponsors

Purpose: Print alphabetical list of all sponsors registered in the MIS

Sequence: By sponsor name

Output form: 8 1/2 x 11"

Frequency: Upon request

Distribution: Project officer
Accounting clerk (Finance)
Accounting assistant (Finance)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Organisme
2.	Organisme	Liste des "Org" Parrainants

REMARKS:

NOTE: The list is normally displayed on the screen; to route the list to the printer located in Finance, at **Choisissez une option ->** in menu, type the option number and ->P.

LISTE A DATE DES ORGANISMES PARRAINANTS

No de SEQU	SPONS. ORG. NAME
171	ACCB
169	ACDB
152	ADMPC
102	AGRICULTURE CANADA
173	AIR NAVIGATION SYSTEM (ANNB)
122	AIRG
101	APP-I-PP
112	ASSOC. DU CAMIONNAGE DU QUEBEC
116	ASTA
105	CANADIAN COAST GUARD
133	CANADIAN ELECTRICAL ASSOC.-CEA
113	CANADIAN PACIFIC LIMITED
118	CANROAD TRANSPORTATION
137	CATA
129	CATA
143	CN MARINE
114	CN RAIL
163	CONTRIBUTIONS
130	CSTA
174	DEPARTMENT OF COMMUNICATIONS
121	DEPARTMENT OF HIGHWAYS AND
106	DEPT. OF NATIONAL DEFENCE
119	DFS/T
150	DGRD/X
141	DGRP
132	DGSM
115	DGTS
140	DIRECTORATE OF ROAD SAFETY
107	DND CANADA - D.C.I.E.M.
120	DWR
117	DRIE/SPECIAL ARDA COMMITTEE
123	DRPD
155	DSS
108	ENERGY MINES AND RESOURCES
109	ENVIRONMENT CANADA
161	ERDA-MANITOBA
160	ERDA-QUEBEC
148	EXTERNAL AFFAIRS
144	FISHERIES AND OCEANS
145	GOVERNMENT OF NEWFOUNDLAND
164	GRANTS
153	HYDROGEN INDUSTRY COUNCIL
165	IN-HOUSE IPD
167	IN-HOUSE-IDT ADVANCED TECHLGY
166	IN-HOUSE-IDT CURRENT TECH.
162	IN-HOUSE-IDT TECH.APPLICATIONS
139	INDIAN AND NORTHERN AFFAIRS
135	INDUSTRY TRADE & COMMERCE
134	INSTITUTE OF OCEAN SCIENCES

DESCRIPTION	List of task for a ties

Purpose: Print for a TIES project:
1. A summary showing budgets and expenses
2. For each task a detailed report showing invoices paid

Sequence: Date of task and task number

Output form: 8 1/2 x 13"

Frequency: Upon request

Distribution: Accounting staff

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Tache (simple)
2.	Tache (simple)	Liste detaillee -> tie(s)/proj.

REMARKS:

1. at **Give Project # ->**, type the master project no. to be printed.

```
Donnez PROJECT #  ->6591


lqqq
```

```
Donnez PROJECT #  ->6591


lqqq
```

RAPPORT SOMMAIRE *TIE(SIMPLE)*

PROJET : 6713 COMM/COMP/ELEC(TIES) DTI AUTH: 270,000.00 AGENT PROJ: POSLUNS
CIE : DTI TELECOM INC.

89/12/06 (15:00:38)

Liste pour : PROJET # : 6713

TIE(S)#	TITRE	AMNT. AUTH	$ A DATE	BALANCE	HOLD. CUMUL.	STATUT/CAP
TASK 4	ELT FIELD TRIALS	23,110.00	22,511.85	598.15	2,251.18	ACTIF
TASK 1	DIGITAL VOICE AND DATA LOGGER	3,850.00	1,629.25	2,220.75	0.00	ACTIF
TASK 2	ELT FIELD TRIALS	11,952.00	11,952.00	0.00	0.00	ACTIF
TASK 3	ELT FIELD TRIALS	23,375.00	23,352.79	22.21	492.89	ACTIF
TASK 5	ELT FIELD TRIALS	5,285.00	5,285.00	0.00	0.00	ACTIF
TASK 6	AIRPORT PASSENGER COUNTING	39,140.00	39,140.00	0.00	3,914.00	ACTIF
TASK 7	ELT FIELD TRIALS	17,370.00	13,318.60	4,051.40	0.00	ACTIF
TASK 8	PASSENGER COUNTING SPECIFIC	7,339.00	7,339.00	0.00	0.00	ACTIF
TASK 9	ELT FIELD TRIALS	23,192.00	13,466.96	9,725.04	1,872.72	ACTIF
TASK 10	TRANSMISSION-CELLULAR RADIO	3,500.00	2,897.50	602.50	0.00	ACTIF
TASK 11	TRANSMISSION-CELLULAR RADIO 2	2,700.00	2,700.00	0.00	-8,039.34	ACTIF
TASK 12	SHIPBOARD FIBRE OPTICS STUDY	40,000.00	22,413.39	17,586.61	-4,025.17	ACTIF
		200,813.00	166,006.34	34,806.66	-3,533.72	
Total (12 Enr.) Pour PROJET #	= 6713					
		200,813.00	166,006.34	34,806.66	-3,533.72	
*** GRAND Total(12 Enr.) ***						

RAPPORT DETAILLE "TIE(SIMPLE)"

PROJET : 6713 COMM/COMP/ELEC(TIES) DTI HOLD: 2,251.10
TIE(S) 0 : TASA 4 ELT FIELD TRIALS AUTH: 23,110.00
ACTIF BALANCE: 598.15 CIE : DTI TELECOM INC.

89/12/06 (15:00:40) Page 1

DATE TRN	INV/ANN#	TIE(S) OFF.	AMOUNT
88/04/25	TASA 4-1	POSLUHS	1,926.38
88/06/16	TASA 4-2	POSLUHS	4,958.73
88/07/25	TASA 4-3	POSLUHS	3,616.80
88/08/15	TASA 4-4	POSLUHS	6,125.90
88/09/19	TASA 4-5	POSLUHS	3,040.04
88/10/25	TASA 4-6	POSLUHS	2,844.00
			22,511.85

*** GRAND Total(6 Enr.) ***

RAPPORT DETAILLE "TIE(SIMPLE)"

PROJET : 4713 COMM/COMP/ELEC(TIES) BTI HOLD: 0.00
TIE(S) # : TASK 1 DIGITAL VOICE AND DATA LOGGER AUTH: 3,850.00
ACTIF BALANCE: 2,220.75 CIE : BTI TELECOM INC.

97/12/06 (15:00:42) Page 1

DATE TRN	INV/ANNO	TIE(S) OFF.	AMOUNT
87/09/10	TASK 1-1	POSLUMS	1,577.25
87/10/07	TASK 1-2	POSLUMS	52.00
			1,629.25

*** GRAND Total(2 Enr.) ***

DESCRIPTION	List of transactions entered

Purpose: Provide a list of the transactions entered for a specific date

Sequence: Batch id
Project number

Output form: 8 1/2" X 11"

Frequency: Upon request

Distribution: Accounting assistant (Finance)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1	MIS	MAJ
2	MAJ	Liste des transactions entrées

REMARKS:

1. **At S.V.P. donnez la date des transactions désirées pour la liste:** type the date for which you want to print the report or press <CR> or @ to return to menu MAJ.

The computer prints the transactions entered for the date you have selected and returns to menu MAJ.

LISTE DES TRANSACTIONS ENTREES DATE TRN : 91/02/11

BATCH ID : 0011

.PROJ	AMOUNT	TYPE TRN	TD DATE	INV/ANN	HLDBKCUM	NOM CIE
6909	91.69	910996	6,422.25	C23255	0.00	CISTI
TOTAL:	91.69		6,422.25			

BATCH ID : 0013

.PROJ	AMOUNT	TYPE TRN	TD DATE	INV/ANN	HLDBKCUM	NOM CIE
7475	1,233.87	910920	15,062.66	TASK 4-2	-801.54	AVIATION PLANNING SERVICES LTD
7630	6,393.95	910930	90,870.62	TASK 1-7	-5,807.01	SYPHER MUELLER INTL. INC.
7359	8,379.33	910923	60,750.15	588-5	-6,672.11	CANADIAN ASTRONAUTICS LIMITED
7497	19,616.73	910933	19,836.73	1	-1,903.67	AVIATION PLANNING SERVICES LTD
7622	9,793.80	910929	259,723.83	7	-25,722.30	FLEET TECHNOLOGY LIMITED
7213	37.90	910921	79,604.38	TASK 3-14	0.00	QUEEN'S UNIVERSITY
7213	635.86	910921	75,128.24	TASK 4-14	0.00	QUEEN'S UNIVERSITY
7213	1,398.13	910921	76,508.37	TASK 5-1	0.00	QUEEN'S UNIVERSITY
7213	6.25	910921	76,524.62	TASK 3-15	0.00	QUEEN'S UNIVERSITY
7213	798.16	910921	77,322.78	TASK 4-15	0.00	QUEEN'S UNIVERSITY
7213	1,399.23	910921	78,719.80	TASK 5-2	0.00	QUEEN'S UNIVERSITY
7649	546.69	910921	546.69	TASK 6-1	0.00	QUEEN'S UNIVERSITY
7649	581.69	910921	1,128.38	TASK 6-2	0.00	QUEEN'S UNIVERSITY
7213	1,347.89	910921	80,069.98	TASK 3-16	0.00	QUEEN'S UNIVERSITY
7213	1,827.69	910921	81,897.59	TASK 4-16	0.00	QUEEN'S UNIVERSITY
7213	1,394.18	910921	83,488.57	TASK 5-3	0.00	QUEEN'S UNIVERSITY
7649	546.69	910921	1,675.07	TASK 6-3	0.00	QUEEN'S UNIVERSITY
7636	1,148.00	910936	6,000.66	2	-600.07	APPLIED BRAIN BEHAVIOUR SYSTEM
7255	3,912.39	910925	69,696.61	9 TASK 2	-3,322.28	QUEEN'S UNIVERSITY - CIGGT
7338	2,938.00	910935	75,347.38	TASK 3-3	-7,453.39	MOMENCO CONSULTANTS LIMITED
7292	7,996.45	910922	93,845.96	13	0.00	UTDC INC.
7100	27,754.55	910922	281,649.01	28	-20,144.91	SENSTAR CORPORATION
7148	11,992.45	910928	99,891.79	12(59477)	0.00	BOMBARDIER INC./CANADAIR
7093	16,168.51	910938	88,633.51	10	-8,305.53	APA ASSOCIES EN PLANIFICATION
7457	27,367.56	910931	112,223.74	5	-3,703.08	OFFSHORE SYSTEMS LIMITED
7377	14,928.89	910926	14,928.89	1	0.00	IBI GROUP
7504	29,138.44	910927	29,138.44	1	0.00	CANADIAN URBAN TRANSIT
7017	51,680.00	910934	85,680.00	2	-8,500.90	CANADIAN URBAN TRANSIT
TOTAL:	237,386.98		1,926,881.99			

BATCH ID : 0016

.PROJ	AMOUNT	TYPE TRN	TD DATE	INV/ANN	HLDBKCUM	NOM CIE
7369	19,773.04	910937	335,998.38	030191	0.00	LES SYSTEMES SUR MESURE PB INC
TOTAL:	19,773.04		335,998.38			

BATCH ID : 0017

.PROJ	AMOUNT	TYPE TRN	TD DATE	INV/ANN	HLDBKCUM	NOM CIE
7371	49,484.00	910939	75,000.00	3	0.00	GERMAN & MILNE INC.
7369	45,438.00	910939	45,438.00	3	0.00	GERMAN & MILNE INC.
7201	77,431.00	910938	357,960.45	9	-35,796.05	BRITISH COLUMBIA TRANSIT
TOTAL:	183,385.00		478,418.45			

DESCRIPTION	Mailing list request

Purpose: Produce a memo to request the library to print a mailing list to distribute final report of a project

Sequence: N/A

Output form: 8 1/2 x 11"

Frequency: Upon request

Distribution: Library

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS (Record s Office)	PCP
2.	PCP	Gestion du "Prog. com. Phase"

REMARKS:

1. at **Give project # ->**, type the project no. for which you want the mailing list request to be printed.

The computer will produce the mailing list request on the printer located in records office.

2. Enter the expected date of final document in the MIS using input screen DF02. (option correction à une fiche in menu PCP)

3. at **Desirez-vous reprendre l'impression de cette lettre? (O/N)**
   - type O, if you want to reprint the mailing list requested
   - type N, if you want to continue

The computer will return to menu PCP.

MAILING LIST REQUEST

TO: TDC LIBRARY

FROM: RECORDS OFFICE

89/12/11

SUBJECT: TP# 2
R & D- GENERAL

PROJECT OFFICER: MYERS

THE ABOVE REPORT IS IN THE FINAL STAGES OF PRODUCTION.

PLEASE PROVIDE THE PROJECT OFFICER WITH A SUGGESTED MAILING LIST, USING THE INFORMATION PROVIDED BELOW:

CONTRACTOR: DE HAVILLAND AIRCRAFT CO. CAN.

TRANSPORTATION MODE: AIR

USER(S) OF RESULTS: UNDEF.

NUMBER OF COPIES TO BE PRINTED: 0 ENGLISH
0 FRENCH
0 BILINGUAL

DESCRIPTION	MIS Data Entry Feedback

Purpose: Confirm information entered in the MIS from MIS project entry form

Sequence: N/A	**Output form:** 11 x 13"
	Frequency: When contracting document is entered in MIS

Distribution: Project Officer

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Formulaire d'inscription SIG
3.	Formulaire d'inscription SIG	Imprimer le formulaire

REMARKS:

At **Donnez le projet # ->**, type the project no. you want to print and press <cr> or @ to return to MAJ menu.

Note: The MIS Data entry feedback will be printed according to the language spoken by the Project Officer.

1.0

DATE :89/12/18
P.O. :ROWAN

DATA ENTRY FEEDBACK FORM

(TO BE COMPLETED WITH DSS REQUISITION FOR CONTRACT)

IDENTIFICATION

MCC #: I320 ORIGIN : MO TSX/EXO TYPE : UNDEF. AIP DATE : 89/06/21 RESPONSIBILITY CNTR : 257110

PROJECT TITLE
HVO COAL PROCESSING TECHNOLOGY

CENTRAL REGISTRY FILE NUMBER
1445-334-4

SOURCE OF FUNDS (ESTIMATED)
TO BE MODIFIED ONLY IF THERE IS A CHANGE FROM AIP ROUTING SLIP OR THE LATEST MIS STATUS REPORT

PROJ # 7363

SPONSOR R10 CODE

SCY	27,940	$		
SCY+1	0	$		
SFT	0	$		
TOTAL AUTH	27,940	$		

TOTAL PROJECT VALUE 27,940
(Computer generated)

PERFORMING ORGANIZATION

NAME CANADIAN PACIFIC LIMITED

|_| CHECK HERE IF THERE IS A CHANGE OF ADDRESS

ENTER ADDRESS INFO ONLY IF THIS IS A NEW CONTRACTOR OR CHANGE OF ADDRESS

ADDRESS (head office) P.O. BOX 6042, STATION A

CITY,PROVINCE MONTREAL, QUEBEC

POSTAL CODE H3C 3E4

CONTACT PERSON

CONTACT'S PHONE #

CONTRACTORS'S WORKING LANGUAGE 0 |_| 1 - FRENCH 2 - ENGLISH

FORM OF CONTRACT

0 |_| 1 - LIMITATION OF EXPENDITURE 2 - FIXED PRICE
3 - CEILING PRICE 4 - STANDING OFFER

0 |_| Is this a TEEP or STANDING OFFER contract ?
0 - NO or 1 - YES

2.0

DATE :89/12/18
P.O. :ROMAN

DATA ENTRY FEEDBACK FORM

SCHEDULE (estimated)

89/09/01	90/01/31	90/03/31
_ / _ / _	_ / _ / _	_ / _ / _
START DATE	DRAFT DUE	FINAL DEL. DATE
yy / mm / dd	yy / mm / dd	yy / mm / dd

EXTERNAL COST SHARING/CONTRIBUTION IN KIND

0 |_| 1 - NONE |_| 2 - YES
(If YES fill in the following table)

ORGANIZATION	TOTAL VALUE $	DESCRIPTION
|_|	0.00	
1 - INDUSTRY	|_|_|_|_|_|_|_|_|_|_|	|_|_|_|_|_|_|_|_|_

DATE :89/12/18
P.O. :ROWAN

DATA ENTRY FEEDBACK FORM

(Do not complete this page if this is a ties or standing offer contract)

PROJECT DELIVERABLES

A. Please check those items that are deliverables at the end of this contract

0 0 0 0 0 0 0

|_| 1 - reports |_| 2 - audio/visual material
|_| 3 - design drawings |_| 4 - computer software/data
|_| 5 - purchased equipment/material |_| 6 - prototype equipment
|_| 7 - artwork

NOTE: All such items acquired or developed under this contract belong to TBC unless otherwise agreed to in the contract.

PUBLICATION REQUIREMENTS

A. Number of copies of final report to be published
0 English |_|_|_| 0 French |_|_|_| 0 Bilingual |_|_|_|

B. Number of copies of interim report to be published
Not applicable |_| 0 English |_|_|_| 0 French |_|_|_| 0 Bilingual |_|_|_|

C. Number of copies of summary report to be published
Not applicable |_| 0 English |_|_|_| and 0 French |_|_|_| 0 Bilingual |_|_|_|

D. In addition to the above, will the contractor also be producing special printed or audio-visual material for wide distribution?
0 1 yes |_| 2 no |_|

E. Is the contractor responsible for translating/producing RSFs, summaries and/or reports in the other official language
0 1 yes |_| 2 no |_|

F. With respect to items A to D, will the services of TBC Publications be required in any of the areas listed below:
0 1 yes |_| 2 no |_|

If yes, check the appropriate boxes:

0 0 0 0 0 0 0

|_| 1 - consultation
|_| 2 - graphic design
|_| 3 - illustrations (eg. technical drawings)
|_| 4 - text processing
|_| 5 - editing & producing in other language
|_| 6 - printing
|_| 7 - sales/marketing coordination

LANGUAGE REQUIREMENTS

Final report: 0
|_| 1 - contractor's working language
|_| 2 - both official languages

Interim report (if applicable): 0
|_| 1 - contractor's working language
|_| 2 - both official languages

Reason for publication in contractor's working language only:
- Limited distribution, short-term usage, and demand in other language is 5% or less.

Reason for publication in both languages:
- General distribution
- Long-term usage
- Demand in other language is more than 5%

DESCRIPTION	MIS project entry form

Purpose: Confirm information entered in the MIS from AIP

Sequence: N/A

Output form: 11 x 13"

Frequency: When AIP is entered in MIS

Distribution: Project Officer

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Formulaire d'inscription SIG
3.	Formulaire d'inscription SIG	Imprimer le formulaire

REMARKS:

At **Donnez le projet # ->**, type the project no. you want to print and press <CR> or @ to return to MAJ menu.

NOTE: The MIS project entry form will be printed according to the language spoken by the Project Officer

1.0

DATE :89/12/21
P.O. :SMITH T

MIS PROJECT ENTRY FORM

(TO BE COMPLETED WITH DSS REQUISITION FOR CONTRACT)

IDENTIFICATION

REC #: I220 ORIGIN : HQ TSK/END TYPE : LONG-TERM AIP DATE : 89/12/07 RESPONSIBILITY CNTR : 257140

PROJECT TITLE
R1D PROJECT PLANNING SUPPORT

CENTRAL REGISTRY FILE NUMBER
1590-17

SOURCE OF FUNDS (ESTIMATED)
TO BE MODIFIED ONLY IF THERE IS A CHANGE FROM AIP ROUTING SLIP OR THE LATEST MIS STATUS REPORT

PROJ # 7467

SPONSOR	R1D CORE			
$CY	10,000	%		
$CY+1	30,000	%		
$FY	0	%		
TOTAL $AUTH	40,000	%		

TOTAL PROJECT VALUE 40,000
(Computer generated)

PERFORMING ORGANIZATION

NAME

|_| CHECK HERE IF THERE IS A CHANGE OF ADDRESS

ENTER ADDRESS INFO ONLY IF THIS IS A NEW CONTRACTOR OR CHANGE OF ADDRESS

ADDRESS (head office)

CITY,PROVINCE

POSTAL CODE

CONTACT PERSON

CONTACT'S PHONE #

CONTRACTORS'S WORKING LANGUAGE 0 |_| 1 - FRENCH 2 - ENGLISH

FORM OF CONTRACT

0 |_| 1 - LIMITATION OF EXPENDITURE 2 - FIXED PRICE
3 - CEILING PRICE 4 - STANDING OFFER

2.0

DATE :89/12/21
P.O. :SMITH T

MIS PROJECT ENTRY FORM

SCHEDULE (estimated)

START DATE	DRAFT DUE	FINAL DEL. DATE
00/00/00	00/00/00	00/00/00
-- / -- / --	-- / -- / --	-- / -- / --
yy / mm / dd	yy / mm / dd	yy / mm / dd

EXTERNAL COST SHARING/CONTRIBUTION IN KIND

0 |_| 1 - NONE |_| 2 - YES
(If YES fill in the following table)

ORGANIZATION	TOTAL VALUE $	DESCRIPTION
|_|	0.00	
1 - INDUSTRY	|_|_|_|_|_|_|_|_|_|_|_|_|	|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
|_|	0.00	
2 - PROV/MUNICIPAL	|_|_|_|_|_|_|_|_|_|_|_|_|	|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
|_|	0.00	
3 - FOREIGN	|_|_|_|_|_|_|_|_|_|_|_|_|	|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
|_|	0.00	
4 - OTHER	|_|_|_|_|_|_|_|_|_|_|_|_|	|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

TOTAL VALUE OF CONTRIBUTIONS 0.00 NOTE: TOTAL VALUE TO BE CALCULATED BY THE COMPUTER

$ estimated multi-year value of equipment/personnel lent to project, other contributions in-kind, absorbed cost, etc. (Generally described in project justification).

AREA OF BENEFIT

Please indicate the transportation benefit expected from this project?
CHOOSE UP TO THREE AND PRIORITIZE IN THE APPROPRIATE BOXES.

1ST priority |_|_| 0 2ND priority |_|_| 0 3RD priority |_|_| 0

1 - IMPROVED SAFETY	2 - REGIONAL ECONOMIC DEVELOPMENT
3 - IMPROVED SECURITY	4 - ESD ACCESSIBILITY
5 - REDUCED OPERATION COSTS	6 - IMPROVED SERVICE
7 - REDUCED CAPITAL COSTS	8 - REDUCED ADVERSE ENVIRONMENTAL IMPACTS
9 - REDUCED MAINTENANCE COSTS	10- ENERGY CONSERVATION
11- IMPROVED PRODUCTIVITY/EFFICIENCY	12- ENERGY:TRANSPORTATION OF ENERGY
13- DEVELOPMENT OF POLICY	14- ENERGY:ALTERNATIVE FUEL/OTHER
15- DEVELOPMENT OF GUIDELINE OR STANDARDS	16- IMPROVED TECHNOLOGY BASE
17- DEVELOPMENT OF REGULATIONS	18- IMPROVED PROCUREMENT
19- INCREASED CAPACITY	

DEPARTMENTAL COORDINATION

Please identify the name and designator of the primary Transport Canada component contact for this project activity.

NAME (First initial, family name) |_|_| |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|
TC Designator |_|_|_|_|_|_|

AREA OF IMPACT

Please identify the area of impact of this project

CHOOSE ONE NUMBER |_|_| 0

1 - NATIONAL	2 - INTERNATIONAL
3 - B.C.	4 - ALBERTA

DATE :89/12/21
P.O. :SMITH T

MIS PROJECT ENTRY FORM

(Do not complete this page if this is a ties or standing offer contract)

PROJECT DELIVERABLES

A. Please check those items that are deliverables at the end of this contract

0 0 0 0 0 0 0

|_| 1 - reports |_| 2 - audio/visual material
|_| 3 - design drawings |_| 4 - computer software/data
|_| 5 - purchased equipment/mater. |_| 6 - prototype equipment
|_| 7 - artwork

NOTE: All such items acquired or developed under this contract belong to TDC unless otherwise agreed to in the contract.

PUBLICATION REQUIREMENTS

A. Number of copies of final report to be published
0 English |_|_|_| 0 French |_|_|_| 0 Bilingual |_|_|_|

B. Number of copies of interim report to be published
Not applicable |_| 0 English |_|_|_| 0 French |_|_|_| 0 Bilingual |_|_|_|

C. Number of copies of summary report to be published
Not applicable |_| 0 English |_|_|_| and 0 French |_|_|_| 0 Bilingual |_|_|_|

D. In addition to the above, will the contractor also be producing special printed or audio-visual material for wide distribution?
0 1 yes |_| 2 no |_|

E. Is the contractor responsible for translating/producing RDFs, summaries and/or reports in the other official language
0 1 yes |_| 2 no |_|

F. With respect to items A to D, will the services of TDC Publications be required in any of the areas listed below:
0 1 yes |_| 2 no |_|

If yes, check the appropriate boxes:

0 0 0 0 0 0 0

|_| 1 - consultation
|_| 2 - graphic design
|_| 3 - illustrations (eg. technical drawings)
|_| 4 - text processing
|_| 5 - editing & producing in other language
|_| 6 - printing
|_| 7 - sales/marketing coordination

LANGUAGE REQUIREMENTS

Final report: 0
|_| 1 - contractor's working language
|_| 2 - both official languages

Interim report (if applicable): 0
|_| 1 - contractor's working language
|_| 2 - both official languages

Reason for publication in contractor's working language only:
- Limited distribution, short-term usage, and demand in other language is 5% or less.

Reason for publication in both languages:
- General distribution
- Long-term usage
- Demand in other language is more than 5%

DESCRIPTION	Operational plan report

Purpose: Print a summary repon by mode (Rail, air, etc) of budget and expenses for O & M or Quebec ERDA projects

Sequence: Mode

Output form: 11 x 13"

Frequency: Once a month

Distribution: EDTDC

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	TYPE	RMT, USA
2.	MIS	OP/PLN
3.	OP/PLN	Overall summary

REMARKS:

1. at **Please enter the corresponding number of your choice:**
   - type 1 if you want O & M projects + contribution
   - type 2 if you want Quebec Erda projects
   - type 3 if you want both

2. Where do you want to route your output?
   1 - To your terminal
   2 - To the central line printer
   3 - To your local printer (form size 12.5 X 11)

Hit [return] to select use arrows to move about [@] to terminate.

OPERATIONAL PLAN OVERALL SUMMARY FY 1989/90 AS OF 89/12/08

COMPARISION OF PLANNED AND ACTUAL COSTS (EUR)

MODES	OPER.PLAN	ESTIMATED	INCURACY	ACTUAL	COMMITTED	UNCOMMITTED
RAIL TRANSPORTATION	1.500.000	1.409.838	820.661	281.383	74%	90.161
MARINE TRANSPORTATION	9.000.000	9.776.531	2.125.914	2.121.070	119%	-776.531
AIR TRANSPORTATION	3.500.000	4.144.079	1.978.484	1.359.231	118%	-644.079
HIGHWAY TRANSPORTATION	2.000.000	2.122.312	930.654	706.147	106%	-122.312
MULTIMODAL	1.530.000	1.305.330	915.235	538.810	85%	224.670
ELDERLY & HANDICAPPED RID	1.070.000	989.530	581.097	378.005	92%	80.470
PROGRAM SUPPORT	900.000	965.482	499.162	257.760	107%	-65.482
TOTAL :	14.500.000	15.713.100	7.850.707	5.315.085	108%	-1.213.100
PROJECTS NOT CODED		70.000	0	0		

OPERATIONAL PLAN OVERALL SUMMARY FY 1989/90 AS OF 89/12/08

COMPARISION OF PLANNED AND ACTUAL COSTS (CONTRIBUTION)

MODES	OPER.PLAN	ESTIMATED	INCURACY	ACTUAL	COMMITTED	UNCOMMITTED
ELDERLY & HANDICAPPED RID	0	115.000	0	0	0%	-115.000
TOTAL :	0	115.000	0	0	0%	-115.000

OPERATIONAL PLAN OVERALL SUMMARY FY 1989/90 — AS OF 8/12/89

COMPARISION OF PLANNED AND ACTUAL COSTS (OBJECT CLASS)

MODES	OPER.PLAN	ESTIMATED	INCURRED	ACTUAL		COMMITTED	UNCOMMITTED
RAIL TRANSPORTATION	0	350,000	274,383	243,033	0%		-350,000
MARITIME TRANSPORTATION	0	0	0	0	0%		0
AIR TRANSPORTATION	0	0	0	0	0%		0
HIGHWAY TRANSPORTATION	0	349,908	202,081	140,533	0%		-349,908
MULTIMODAL	0	383,000	295,520	266,034	0%		-383,000
ELDERLY & HANDICAPPED OIP	0	3,000	0	0	0%		-3,000
PROGRAM SUPPORT	0	0	0	0	0%		0
TOTAL :	0	1,107,708	791,991	649,622	0%		-1,107,708

DESCRIPTION	Prepare Status Report

Purpose: To print Status Report

Sequence: Responsibility centre
Project no.

Output form: 11 x 13"

Frequency: Monthly

Distribution: Accounting assistant

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Rap. fin de mois
2.	Rap. fin de mois	Preparation du "Status Report"

REMARKS:

1. At **Give YY/MM/DD ->**, type today's date

The computer prints a list of contracts for which expenses are greater than the approved budget

2. At **Peut-on imprimer les listes des projets en "pre-amendment"?** (O/N), type O for OUI or N for NO.

If the answer is O (OUI) two lists of current projects in pre-amendment status will be printed, one for EDTDC and another for finance.

The computer returns to menu Rap. fin de mois

LISTE DES CONTRATS DONT LES DEPENSES PREVUES DEPASSENT LEUR " BUDGET POUR L'ANNEE"

PAGE :

04/08/30 (08:46:57)

LISTE POUR : RSFB CNT : 106310

CONTR	OFF PROJ	NOM CIE	TOTAUTH	PREV YRS	DGT A CY	ACT A CY	SUSPENSE	PEND INV	EST BALT
4928	NISHIZAKI	MELVILLE MARINE CONSULTANCY	164,197.00	105,162.70	28,034.30	28,024.32	0.00	0.00	-0.98
4960	ROBAR	R.G. DAVIS ENGINEERING LIMITED	103,728.00	75,319.93	28,388.07	24,079.87	0.00	3,469.20	0.00
			267,925.62	181,582.64	86,422.37	82,934.19	0.00	3,488.20	-0.00

TOTAL (2 REC.) POUR RSFB CNT = 106310

LISTE POUR : RSFB CNT : 106320

CONTR	OFF PROJ	NOM CIE	TOTAUTH	PREV YRS	DGT A CY	ACT A CY	SUSPENSE	PEND INV	EST BALT
4541	AURETTE	NATIONAL RESEARCH COUNCIL	283,290.00	283,290.00	0.00	0.00	0.00	0.00	-0.03
4888	VERSAILLES	QUEEN'S UNIVERSITY - CIGET	108,409.96	107,992.86	417.10	0.00	0.00	417.10	0.00
			391,687.97	391,197.87	417.10	0.00	0.00	417.13	-0.03

TOTAL (2 REC.) POUR RSFB CNT = 106320

LISTE POUR : RSFB CNT : 106330

CONTR	OFF PROJ	NOM CIE	TOTAUTH	PREV YRS	DGT A CY	ACT A CY	SUSPENSE	PEND INV	EST BALT
4818	MARSHALL	FINEUS METRIX	62,152.00	60,799.34	1,352.66	0.00	0.00	1,352.66	0.00
			62,152.00	60,799.34	1,352.66	0.00	0.00	1,352.66	0.00

TOTAL (1 REC.) POUR RSFB CNT = 106330

721,686.99	633,454.85	88,192.13	82,934.19	0.00	5,257.99		-0.04

*** GRAND TOTAL (5 REC.) ***

91/06/18 [10:43:21]

CURRENT PROJECTS IN *PRE-AMENDMENT* STATUS

ATT: EDTDC

List for : STATUS : PRE-AMEN

PROJE	PRJT TTL	OFF PRJT	TOTAUTH	PREV YRS	EST $ CY	ESTBCY91	ESTOUT.YRS	VARIANCE	PRE-AMEN
6942	DEMO AUTOCAR ARTIC - PHASE II	MARSHALL	1,749,000	1,661,686	0	0	0	-87,314	91/05/27
7014	W/C PASS. BOARDING OF AIRCRAFT	NISHIZAKI	109,689	103,278	13,911	0	0	7,500	91/06/04
7019	AIRPORT PEDESTRIAN FLOW MODEL	MARSHALL	86,093	86,040	0	0	0	53	90/04/01
7037	TIES: MARINE HYDROMECHANICS II	BATLY	85,800	81,270	0	0	0	4,530	91/03/04
7046	TECHNICAL WRITING/LYRIC TECHNICS	SMITH I	45,000	14,995	0	0	0	30,005	90/04/01
7640	TIES-TRAIN MARSHALLING	MCLAREN	24,520	24,174	3,000	0	0	2,654	91/06/04
7048	TIES-SURFACE RSD 88/90 (BBL)	MARSHALL	150,000	145,000	0	0	0	5,000	91/04/02
7050	AIC VOICE ENTRY SYSTEM	LE BORGNE	328,394	303,836	7,000	0	0	-17,558	91/06/03
7156	LOGGING TRUCK TRIDEM AXLES	VESPA	75,000	5,492	0	0	0	-69,508	91/04/11
7272	EDITORIAL AND GRAPHICS SUPPORT	IWANYCKY	259,503	144,154	0	0	0	115,349	91/04/03
7620	SECURITY SCREEN INS. STATION	PERLIN	77,805	70,032	5,270	0	0	-2,504	91/06/03
7456	BACK-UP DTP SERVICES 1989-91	IWANYCKY	25,000	1,427	0	0	0	23,573	90/09/05
7382	CCL BUS DEMO EVALUATION	MARSHALL	223,393	168,393	50,000	45,000	0	40,000	91/05/27
7386	BACK-UP FRENCH EDITING	IWANYCKY	20,000	4,305	0	0	0	15,695	91/04/03
7740	ESD COMMUNICATIONS 91/92	IWANYCKY	15,000	0	15,000	0	0	0	91/04/03
			3,294,197	2,814,082	94,182	45,000	0	87,475	
Total (15 Rec.) For STATUS		= PRE-AMEN							
			3,294,197	2,814,082	94,182	45,000	0	87,475	
*** GRAND Total(15 Rec.) ***									

CURRENT PROJECTS IN "PRE-AMENDMENT" STATUS

List for : DIVISION NAME : CURRENT TECHNOLOGY
STATUS : PRE-AMEN

PROJE	PRJT TTL	OFF PRJT	TOT$AUTH	PREV YRS	EST $ CY	EST$CY+1	EST$+1T.YRS	VARIANCE	PRE-AMEN
7014	W/C PASS. BOARDING OF AIRCRAFT	MISHIZAKI	109,689	103,278	13,911	0	0	7,500	91/06/01
7440	TUBS-TRAIN MARSHALLING	MCLAREN	24,520	24,174	3,000	0	0	2,654	91/06/04
			134,209	127,452	16,912	0	0	10,154	
Total (2 Rec.) For STATUS		= PRE-AMEN							
			134,209	127,452	16,912	0	0	10,154	
Total (2 Rec.) For DIVISION NAME		= CURRENT TECHNOLOGY							

DESCRIPTION	Project Officer reminder

Purpose: Notify Project Officers that they have to send back the "Draft report information form"

Sequence: N/A

Output form: 8 1/2 x 11"

Frequency: Daily

Distribution: Project Officer

ACCESS METHOD:

Step #	Menu Displayed (automatically printed at login)	Options to choose
1.	MIS (record office)	PCP
2.	PCP	Imprime les rappels du jour

REMARKS:

The computer prints the reminders locally and a list of the reminders at the central printer. Then the computer returns to menu MIS (records office) or to menu PCP.

89/12/04

A : BAYLY
TO:

N/REFERENCE ZCD 1460-253
OUR FILE

NO PROJET 6964
PROJECT NO

RAPPEL # 3 **REMINDER # 3**

DEM ICE RESISTANCE SIMULATION

S.V.P. nous retourner la "FICHE D'INFORMATION SUR L'EBAUCHE" que nous vous avons fait parvenir en date du 89/10/23.

Please return the "DRAFT REPORT INFORMATION FORM" which was sent to you on 89/10/23.

Reference TP2108F

Chapitre 6.10.4
Merci.

Reference TP2108E

Chapter 6.10.4
Thank you.

P Sarault

Surveillant services de bureau
Supervisor offices services

DESCRIPTION	Project Profile Sheet

Purpose: Print Project Profile Sheet

Sequence: Project no.

Output form: 8 1/2 x 11"

Frequency: Monthly

Distribution: Modal Coordinator

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Rap. fin de mois
2.	Rap. fin de mois	Project Profile Sheet par mode

REMARKS:

The computer prints a message on the printing procedure of the Project Profile Sheet reports

1. At **SVP votre reponse ->**, type <CR> to continue or @ to return to menu Rap. fin de mois

The computer prepares two sets of Project Profile Sheet report; once finished, it prints a message

2. At **Etes-vous pret à imprimer les rapports oui/non?**, type OUI to print, type NON to return to menu Rap. fin de mois

The computer starts to print and returns to menu Rap. fin de mois

LES RAPPORTS "PROJECT PROFILE SHEET" CE SONT BIEN TERMINE, ET LES FICHIERS "SHEETP.PRO" ET "SHEET2.PRO" ONT BIEN ETE CREE. POUR IMPRIMER CES RAPPORTS S.V.P. SUIVEZ LA PROCEDURE SUIVANTE :

SI VOUS REPONDEZ "OUI" A LA QUESTION SI DESSOUS ALORS ASSUREZ-VOUS QUE LE PAPIER SOIT BIEN ALIGNE A L'IMPRIMANTE.

SI VOUS REPONDEZ "NON" ALORS VOUS POUVEZ IMPRIMER LES RAPPORTS PLUS TARD A "COMMANDE=" AVEC LES COMMANDES SI DESSOUS:

```
!lp SHEETP.PRO  PUIS PESEZ SUR [RETURN]
!lp SHEET2.PRO  PUIS PESEZ SUR [RETURN]
```

Commande= ETES-VOUS PRET A IMPRIMER LES RAPPORTS ? (OUI/NON)

LE BUT DE CE PROGRAMME EST DE PRODUIRE DEUX RAPPORTS "PROJECT" PROFILE SHEET" DANS DEUX FICHIERS EXTERNES "SHEETP.PRO" ET "SHEET2.PRO" .UNE FOIS QUE LES RAPPORTS SONT PRODUIT, VOUS REPONDEZ AUX QUESTIONS POUR L'IMPRESSION DES RAPPORTS.

POUR CONTINUER LA PROCEDURE APPUYEZ SUR LA CLEF [RETURN] OU TAPEZ "@" POUR RETOURNER AU MENU.

S.V.P. VOTRE REPONSE ->

<ret>PESEZ SUR UNE TOUCHE POUR CONTINUER [@] ARRETER

TRANSPORTATION DEVELOPMENT CENTRE REGION: NCR(ONT)
PROJECT PROFILE SHEET

PRINTED 90/06/18

PROJECT TITLE :TIES E&D PROGRAM/J.F.HICKLING
TOTAL PROJECT VALUE : 60,000
PERFORMER : JAMES F. HICKLING MANAGEMENT

TDC OFFICER : SUEN
TC COMPONENT CONTACT :
FILE# : 1450-103-60-7

ORIGIN : NO TSK/END TYPE : SECTOR-DIR
PROJECT STAGE : ACTIVE
AIP DATE : 87/05/07 DRAFT RPT : 00/00/00
SIGN DATE : 88/03/15 FINAL RPT : 90/03/31

STATUS

DRAFT OF TASK NO. IS NOW DELIVERED.

MODAL SUBOBJECTIVE

E420
TECHNOLOGY SUPPORT/INFORMATION TRANSFER

TO DISSEMINATE INFORMATIOOCN TO A WIDE AUDIENCE OF RESEARCOCHERS, SERV ICE PROVIDERS, POLICY-MAKERS AND CONSUMERS.

PROJECT OBJECTIVE

TO PROVIDE TECHNICAL, RESEARCH, PLANNING AND ENGINEERING SUPPORT SERVICES TO ASSIST THE TRANSPORTATION DEVELOPMENT CENTRE (TDC) IN ITS TRANSPORTATION FOR THE ACCESSIBLE TRANSPORTATION (ACC.TRANS.) PROGRAM.

SCOPE

ONE OR MORE CONTRACTS WILL BE NEGOTIATED TO PROVIDE TDC WITH ADDITIONAL EXPERTISE IN THE FIELD OF TRANSPORTATION FOR THE ACC.TRANS. THE CONTRACTOR(S) WILL BE REQUIRED TO PROVIDE A BROAD RANGE OF TECHNICAL, RESEARCH, PLANNING AND ENGINEERING SUPPORT SERVICES ON AN AS-AND-WHEN REQUIRED BASIS THROUGHOUT THE PERIOD OF THE CONTRACT(S) IN RESPONSE TO OFFICIAL TASK REQUISITION ISSUED BY TDC.

PROJ.#	SPONSOR	PREV. YEARS	EST $ CY	EST $ CY+1	EST $ FY	TOT $ AUTH.
7031	TDC-O&M	40,319	19,681	0	0	60,000

<ret> PRESS [RETURN] TO CONTINUE OR [#] TO TERMINATE

DESCRIPTION	Status Report

Purpose: Provide financial and management information related to a project

Sequence: Project Officer
Project No.

Output form: Status Report

Frequency: Monthly

Distribution: Project Officer (Preliminary)
EDTDC, Division Chief (Final)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Rap. fin de mois
2.	Rap. fin de mois	Impression rapport d'evolution

REMARKS:

1. at **Voulez-vous le rapport preliminaire (oui/non) ?**,
   type OUI, if the version of status report must be preliminary
   type NON, if the version of status report must be final
2. at **Voulez-vous le rapport final (oui/non)?**
   type OUI, if the version of status report must be final
   type NON, if the version of status report must be preliminary
3. at **Donnez PERDATE ->**, type the accounting date for which the status report are printed (MMM.JJ/YY)
4. Mount the status report forms on the printer located in Finance
5. at **Voulez-vous faire le test pour l'impression du rapport d'evolution (oui/non)?**

   5.1 type OUI, to align status report forms on printer
   - at **Donnez Project # ->**, type a project no. to be printed for testing
   - Go to step 5

   5.2 type NON, if the status reports are correctly aligned
6. at **Etes-vous pret pour imprimer le rapport (oui/non)?**
   type OUI to continue the printing
   type NON to return to menu rap. fin de mois

The computer prints Status Reports and then returns to menu rap. fin de mois

Transport Canada / Transports Canada

CENTRE DE DÉVELOPPEMENT DES TRANSPORTS
TRANSPORTATION DEVELOPMENT CENTRE

RAPPORT D'ÉVOLUTION
STATUS REPORT

PAGE 1

NOV. 30/89

257150

IDENTIFICATION	FUNDS	PLANS ACTIVITIES	COSTS	PROGRESS	RAPPORT DU RESPONSABLE
7243 1160-274	6,936.24	89/01/06	246,298.65		89/11/06 PEIRCE
ACTIVE 0-8963	267,510.76	89/03/09			PREPARATION OF NUMERICAL MANOEUVRING PROGRAM COMPLETE AND BEING DEBUGGED AFTER TRIAL RUNS ON COMPUTER. MODEL TEST REPORT FOR SUB-MISSION TO TDC EARLY DECEMBER.
SHIP MANOEUVRABILITY IN ICE	0.00	89/10/31	236,633.80	90%	
	0.00	90/01/31			
FLEET TECHNOLOGY LIMITED	MARINE				
0210	TO EXAMINE THE EFFECTS OF OPERATING IN ICE ON SHIP RESISTANCE, PROPULSION, MANOEUVERING AND STRUCTURAL PERFORMANCE AND TO DEVELOP MECHANISMS TO BETTER UNDERSTAND THE PHYSICAL PHENOMENA INVOLVED IN THE SHIP/ICE INTERACTION PROCESS.		SPONSOR R&D CORE	84%	

DESCRIPTION	Summary report

Purpose: Print all projects for specific sponsor's group by responsibility centre

Sequence:
1. Responsibility Centre
2. Project No.

Output form: 11 x 13"

Frequency: Monthly

Distribution: Project Officer
ECTDC

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Rapports de fin de mois
2.	Rap. de fin de mois	Imprime la liste "NBGTSMRY"

REMARKS:

1. at **Give date RPT ->**, type today 's date
2. Sponsors TDC O & M, R + D Core, TDPP, TDC-EXT, and energy sponsors will be listed automaticaly, then you may choose to add other sponsors to the list.
3. at **Give Sponsor ->**, type sponsor number to be printed (You can provide more than one sponsor for the same reports) or type @ to print the report

NOTE: The report will be output to the printer located in Finance.

Lisle Year : 0000 CAT : 257110
CONTRACTOR : 0005

PROJECT	PROJECT TITL	CONTRACTOR	ESTIMATED	PRIOR YRS	TOTAL	ACT $ CY	EST $ CY	REQ $ CY	STATUS	DPT PROJ
6284	ATC ARRAY STATION PROTOTYPE	THE ARGENT DESIGN GROUP INC.	393,615.70	393,615.70	393,615.70	0.00	0.00	0.00	COMPLETED	0150E2003
6315	LOCOMOTIVE FUEL SAVING SYSTEM	DYNAMIC SCIENCES LIMITED	126,373.39	126,373.39	126,373.39	0.00	0.00	0.00	ACTIVE	0100LE
6898	HIGHWAY SNOW DRIFT CONTROL	ROBAR WILLIAMS BAYNES & JENSEN	95,500.00	95,500.00	95,500.00	0.00	0.00	0.00	ACTIVE	0100LE
6935	ARCTIC STRUCTURES EXPANSION	F.G.MORGAN & ASS.VALMONTAVILTD.	70,000.00	70,000.00	70,000.00	0.00	0.00	0.00	ACTIVE	120HE
6941	WHEEL CRACK DETECTION SYSTEM	SHC INC.	20,000.00	60,000.00	60,000.00	0.00	0.00	0.00	ACTIVE	120HE
6982	AUTOMOBILE BRAKING SIMULATOR	CAE ELECTRONICS LIMITED	240,000.00	240,000.00	240,000.00	0.00	0.00	0.00	ACTIVE	0150E2003
7103	GASEOUS RADAR SLIME DETECTION	COMPUTING DEVICES COMPANY	207,932.00	9,478.00	72,830.00	29,613.72	197,954.00	197,954.00	ACTIVE	0150A00
			1,731,221.17	1013,367.17	1076,119.17	29,613.72	197,954.00	197,954.00		
Total : 7 Contr.) Year 0000		= 0005								
			1,731,221.17	1013,367.17	1076,119.17	29,613.72	197,954.00	197,954.00		
Total : 7 Contr.) Year 0000 CAT		= 257110								

2.2 INPUT SCREENS

Name	Purpose	Page
AF01	Enter project scope in MIS	121
BF01	Enter proposed project information	124
BF06	Enter EDTDC comments for a proposed project	129
CF02	Enter approved budget for a project	135
CF04	Confirm contract funds	139
CF05	Enter the approval in principle	142
CF06	Change the status of a project	147
CF07	Change budget information	150
CF09	Change estimated cost	153
CF44	Page 2 of the MIS project entry form	157
CF55	Page 1 of the MIS project entry form in the MIS	160
Change incurred amount	Change incurred amount of a project	163
Change Performing Organisation	Change Performing Organisation of a project	164
Correct invoice	Modify the amount of a claim	165
Date Status report	Change the draft and final dates of a report	166
Delete status report remark	Delete a status report remark	167
DF02	Enter dates of draft due and final in the MIS	168
DF03	Display status dates for a specific project	171
DF33	Page 3 of the MIS project entry form	174
Direct invoice	Pay an invoice	177
Draft / Final date	Change the delivery date	178
Duplicate project objective	Copy the project objectives	179
Duplicate project scope	Copy the project scope	180
Duplicate status report remarks	Duplicate status report remarks	181
Go Back	Return to initial status	182
Holdback	Release and pay the holdback amount	183
Invoice	Register the payment of an invoice	184
MF01	Enter project objectives	185
Modify project objectives	Modify the text of project objectives	188
Modify project scope	Modify the text of a project scope	189
OF01	Enter a new contractor or modify an existing one	190
PF01	Create a new project officer	193
Pre-holdback	Release the holdback amount	196
Pre-invoice	Enter an invoice in the MIS	197
SSC requisition	Change the SSC requisition number	198
Status/Fermeture	Finalize the deliverables	199
Status report remarks	Enter status report remark	200
Task transfer	Redistribute a task from one project to another	203
TF01	Enter information related to a task	204
TIES link	Recalculate TIES balance from an invoice	207
Trans Acces / Energy amount	Modify the recouped amount	208
Transaction for a task	Display all transactions related to a task	209
Trans / Proj	Display information for a specific project	210
TY01	Enter a new sponsor organisation	214

NAME	AF01

Purpose: Enter project scope in the MIS

Activity/Operations: 1.1.2 Enter project objectives and scope

Source document: Project Justification (PJ)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	NARRATIF
2.	NARRATIF	Création des Scope + Proj. Obj.

REMARKS:

The following screen is used within the menu option creation des scope + proj. obj.

1. Fill in the input screen as described in the Format section (next page).
2. Once the screen has been completed, press <cr> until -> appears.

The computer will return to the NARRATIF menu.

NAME	AF01

FORMAT:

SCOPE POUR LE PROJET # (1)

(2)

AF01-01/83

NAME	AF01

Element	Title	Description	Source Document	Format	Destination	Remark
1	Scope pour le projet	Project no.	Displayed	4N	AFI	
2		Scope	PJ section 4	T	AFI	11 lines maximum

NAME	BF01

Purpose: Enter proposed project information

Activity/Operations: 2.10.1 Input proposed project information in the MIS

Source document: MIS-01 Proposed Project Report

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	Liste des menus pour MIS	MAJ/PPF
2.	Menu pour MAJ/PPF	Insert a new proposal Delete a proposal project To Modify a proposal

REMARKS:

If option chosen is 2- modify or 3- delete,

1. At **Ref # ->**, type the proposed project reference number to be modified or deleted.

- The computer requires a confirmation when deleting a proposed project. Enter "yes" or "oui" to delete. Otherwise, press <cr> to return to menu MAJ/PPF.

NAME	BF01

FORMAT:

PROPOSALS

RSPB. # (1)

MODE ID (2)

OFFICER NAME (3)

CHIEF'S NAME (4)

CONTRACTOR (5)

EST $ COST (6)

DATE PLAN (7) (8)

(9)

(10)

MEC # (11)

DESCRIPTION

(12)

REF. # (13)

BF01 06/85

```
                    PROPOSALS
                    =========
RSPB. #      MODE ID      TC SYMBOL    OFFICER NAME
             UNCODED
CHIEF'S NAME          CONTRACTOR          EST $ COST
                                                0.
             DATE PLAN                      MEC #
MMM/YY
.....................................................
                    DESCRIPTION



REFERENCE # :  672                        BF01 06/85

.....................................................................................
     [ERTURN] to keep unchanged                    ARROWS moves left to right
     . as the first caracter to FINISH             <ESC> for EDIT MODE
     [0] and [RETURN] to TERMINATE
```

ERROR MESSAGE CREATION IS NOT COMPLETE

```
******** S O R R Y   I N V A L I D   R E C O R D ********

FOR A RECORD TO BE VALID A MINIMUM OF DATA IS REQUIRED...

.....

RESPONSIBILITY CENTRE NUMBER - THE MODE - P.O. NAME
AND THE PROJECT DESCRIPTION.

******** S O R R Y   I N V A L I D   R E C O R D ********
->
```

NAME	BF01

Element	Title	Description	Source Document	Format	Destination	Remark
1	RSPB #	TDC responsibility number		6A	AP, 15	
2	Mode ID	Modal code	See remark	2N	PP, 13	Type in the Modal Code (see appendix B-1 for meaning)
3	Officer Name	Name of the Project Officer responsible for the project	MIS-01 (officer)	11A	PP, 2	
4	Chief's Name	Name of the Project Officer Division Chief		11A	PP, 3	
5	Contractor	Name of the possible contractor	MIS-01 (probable contractor)	20A	PP, 4	(See appendix B-2 for meaning)
6	Est $ Cost	Estimated cost	MIS-01 (est $ cost)	9L	PP, 6	In dollars
7 8 9 10	Date Plan	Date of the planned project justification	MIS-01 (p.j.)	8D	PP, 14	MM/YY where MM is month (01-12) YY is the year
11	MEC #	Main estimated category	MIS-01 (MEC #)	4A	PP, 16	
12	Description	Proposed project description	MIS-01 (description)	TEXT	PP, 19	To terminate text, type a dot "." on a new line and press <CR>
13	REF #	Proposed project reference number	MIS-01 (REF #)	5N	PP, 11	

NAME	BF06

Purpose: Enter EDTDC comments for a proposed project

Activity/Operations: 2.10.2 Enter EDTDC comments in the MIS

Source document: MIS-01 Proposed Project Report

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	Liste des menus pour MIS	MAJ/PPF
2.	Menu pour MAJ/PPF	EDTDC comments

REMARKS:

The computer asks if you want to add comments in modification mode (screen oriented, using the input screen BF06) or edit mode (line oriented);

1. Select one of the proposed modes
2. At **Ref # ->**, type the proposed project reference number to which you want to add comments.

NAME	BF06

FORMAT:

PROPOSALS

EDTDC COMMENTS

REF. # (1)

(2)

BF06 06/85

EDTDC COMMENTS

PLEASE SELECT THE MODE OF YOUR CHOICE

1- MODIFICATION
2- EDIT MODE

HIT [RETURN] TO SELECT USE ARROWS TO MOVE ABOUT [0] TO TERMINATE

PROPOSALS

EDTDC COMMENTS

REF 500 Priority: Low

EF04 04/85

[RETURN] to keep unchanged
. as the first caracter to FINISH
[0] and [RETURN] to TERMINATE

ARROWS moves left to right
<ESC> for EDIT MODE

MODIFICATION

PROPOSALS

EDTOC COMMENTS

REF 500 Priority: Low

BF06 06/85

[RETURN] to keep unchanged
. as the first caracter to FINISH
[0] and [RETURN] to TERMINATE

ARROWS moves left to right
<ESC> for EDIT MODE

EDIT MODE

NAME	BF06

Element	Title	Description	Source Document	Format	Destination	Remark
1	REF #	Proposed project reference number	MIS0-01 (REF #)	5N	BFI, 1	
2	EDTDC Comments	Comments	MIS0-01 (EDTDC comments)	text	BFI, 10	

NAME	CF02

Purpose: Enter approved budget for a project

Activity/Operations: 1.3.1 Enter Contract information in the MIS

Source document: Contracting Document (CD)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	"Amendment" of a contract

REMARKS:

1. At **Donnez le Project ->**, type CD, 1-Project no.
2. At **Donnez NEW STAGE ->**, type in 5

   Project information is displayed
3. Fill in the input screen as shown in the FORMAT defined next page.

   After you have finished, the computer displays:

   - Budget current year ("CY")
   - Performer ("ORGANISME")
   - Project no. ("CNTR")
   - Budget Future Years ("FUT.YRS")

   The computer returns to MAJ menu

NAME	CF02

FORMAT:

CONTRACT # : (1) RESPONSIBILITY CENTRE : (2)

CONTRACTOR: (3)

P.O.- (4) (5) STATUS : (6)

REQUISITION NO. (7) R&D ACTIVITY : (8) TDC FILE NO.: (9)

A-I-P DATE: (10) START DATE : (11) CONT. EXPIRY DATES: (12)

CONTRACT I PAID CY-2: (13) FUT. YRS: (16) TOT $ AUTH: (19)

TERMS I PAID CY-1: (14) BGT CY+1: (17) SPONSOR : (20)

I BGT CY : (15) EST.$ CY: (18) PRINTED: (21)

AMENDMENT

TOT$AUTH	BGT$CY	BGT$CY+1	BGT$FUT	REQ. DATE	NEW CNT ID
(22)	(23)	(24)	(25)	(26)	(27)

N.B. : POUR CREER UN NOUVEAU CONTACTANT TAPEZ 1 PUIS [RETURN], POUR MODIFIER L'ADRESSE D'UN CONTACTANT EXISTANT TAPEZ 2 PUIS [RETURN], POUR REMPLACER UN CONTACTANT PAR UN ANTRE EXISTANT DONNEZ SON NUMERO DE REFERENCE PUIS [RETURN] OU POUR NE RIEN CHANGER PESEZ SUR [RETURN].

S.V.P. Donnez le numéro de référence de l'organisme s'il y a lieu.

REF#. (28) (29)

NAME	CF02

Element	Title	Description	Source Document	Format	Destination	Remark
1	Contract #	Project No.	displayed			
2	Responsibility centre	Responsibility Centre	displayed			
3	Contractor	Contractor	displayed			
4	P.O.	Project officer name	displayed			
5		Project title	displayed			
6	Status	Project status	displayed			
7	Requisition no	SSC requisition no.	displayed			
8	R + D activity	R + D activity	displayed			
9	TDC File no.	TDC File no.	displayed			
10	AIP date	AIP approval date	displayed			
11	Start date	Project start date	displayed			
12	Cont. Expiry date	Contract Expiry Date	displayed			
13	Paid CY-2	Paid current year - 2	displayed			
14	Paid CY-1	Paid current year - 1	displayed			
15	BGT CY	Budget current year	displayed			
16	Fut. Yrs	Budget future years	displayed			
17	BGT CY	Budget current year	displayed			

NAME	CF02 (cont'd)

Element	Title	Description	Source Document	Format	Destination	Remark
18	Est. $ CY	Estimated $ current year	displayed			
19	Tot $ Auth	Total authorized	displayed			
20	Sponsor	Sponsor name	displayed			
21	Printed	Today's date	displayed			
22	Tot $ auth.	Total $	CD, 7	11L	CON, 11	
23	BGT $ CY	Budget current year	CD, 3	11L	CON, 18	For the specific project
24	DGT$CY+1	Budget current year + 1	CD, 4	11L	CON, 19	For the specific project
25	BGT $ FUT	Budget future years	CD, 5	11L	CON, 20	For the specific project
26	Req. date	Requisition date	CD, 6	8D	CON, 23	
27	New cnt id	Type of contracting document	CD2, 2a, 2b	10A	CON, 9	If CD2 is present, type REQUISITION NO. If CD2 a or b is present, AGREEMENT otherwise, type IN-HOUSE
28	Ref. #	Contractor code	CD, 1	10L	CON, 17	Use the list of organizations to determine code
29		Contractor name	displayed			According to Ref. # (28)

NAME	CF04

Purpose: Confirm contract funds and change project status to active.

Activity/Operations: 1.3.3 Receive contract from SSC and change project status to active.

Source document: Transaction for a project (TRANS/PROJ)
Contract (CONTR)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Acceptation d'un contrat/Amend

REMARKS:

1. At: **Donnez Project # ->**, type in project # 1
2. At: **Donnez New Stage ->**, type in 4.
3. Fill in the input screen as described in the Format section (next page).

The computer will display:

- the responsibility centre
- the current budget year (*-cy-*)
- the contractor name (*-organisme-*)
- the project no. (*CNTR*)
- the budget for future years (*FUT YRS*)

The computer will return to menu MAJ.

NAME	CF04

FORMAT:

(The first 8 lines of CF04 are from line 1 to 8 of TRANS/PROJ input screen)

CONTACCEPT

TOT$AUTH	BGT$CY	BGT$CY+1	BGT$FUT	REQ.DATE	ACCEPT/MONTH #
(1)	(2)	(3)	(4)	(5)	(6)

START DATE	CONT. EXPIRY DATE	FINAL DEL.DATE
(7)	(8)	(9)

NAME	CF04

Element	Title	Description	Source Document	Format	Destination	Remark
1	TOT$AUTH	Total authorized	Trans/Proj 19	11L	CON, 11	
2	BGT$CY	Budget current year	Trans/Proj 15	11L	CON, 18	
3	BGT$CY+1	Budget next year	Trans/Proj 16	11L	CON, 19	
4	BGT$FUT	Budget future year	Trans/Proj 17	11L	CON, 20	
5	Req. Date	Requisition date	Displayed	8D	CON, 23	
6	Accept/ Month #	Accounting Month	See remark	8D		(Month of start date [element 7]) - 3
7	Start date	Contract start date	See remark	8D	CON, 24	on page 2 of contract "effective commencement date"
8	Cont. expiry date	Contract Expiry date	Trans/Proj	8D	FIN, 5	
9	Final del. date	Contract final delivery date	See remark	8D	CON, 42	on page 2 of contract "delivery date"

NAME	CF05

Purpose: Enter the approval in principle information in the MIS

Activity/Operations: 1.1.1 Enter AIP information in the MIS

Source document: Approval in principle (AIP)
TP117

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Création d'un nouveau contrat

REMARKS:

1. At: **Donnez les numéros suivants** **projet:** type AIP, 10, 11, 12, 13 or 14 Sponsor Project No.
   projet maître: type AIP, 1- TDC Project No.
   centre de responsabilité: type AIP, 5- Responsibility Centre.

2. At: **Doit-on considérer ce projet maître comme un projet "TIES" ou "VISITING EXPERT" ? (OUI ou pressez 'return') ->**, type in OUI if the project is a TIES or a visiting expert, otherwise press <cr>.

3. Fill in the input screen as described in the Format section (next page).

The computer will display information from AIP (project no., approval date, total estimated, responsibility centre, project activity, financial change and line object).

4. At: **->**, press <cr> to return to MAJ menu.

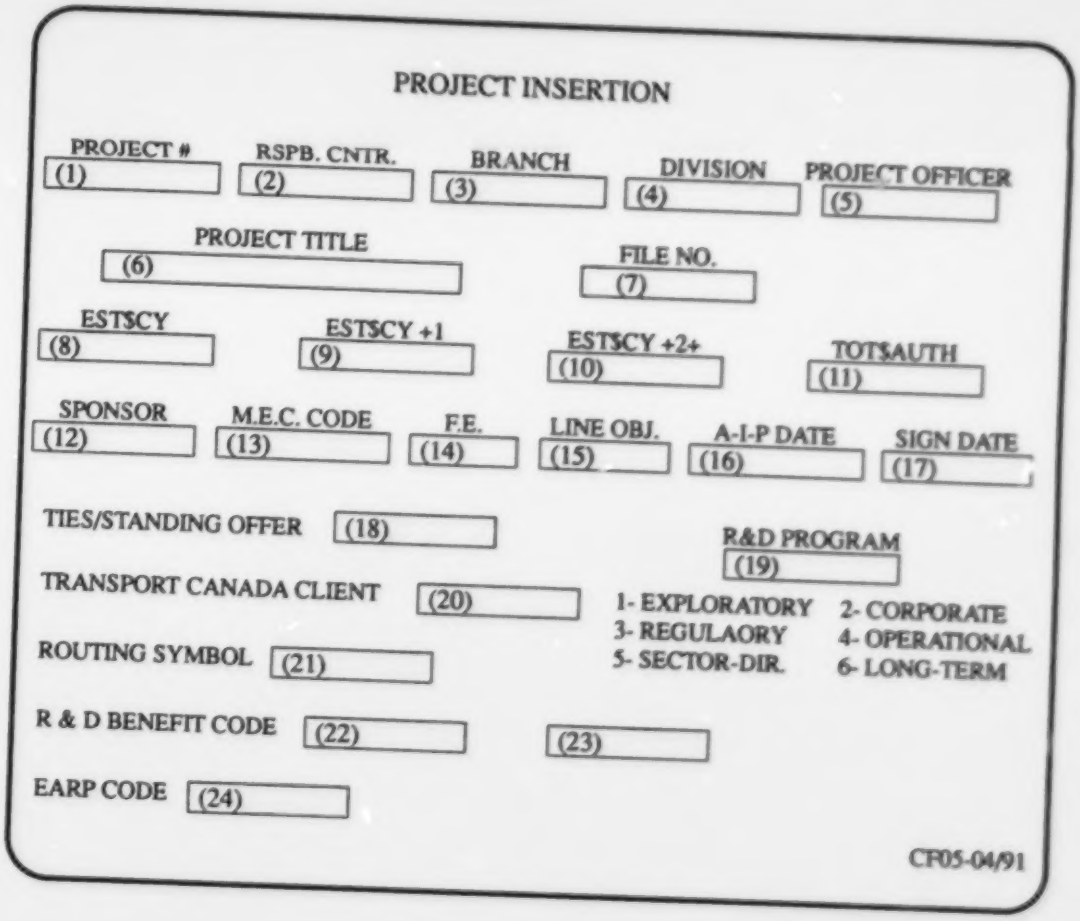
CREATION D'UN NOUVEAU

S.V.P. DONNEZ LES NUMEROS SUIVANTS : PROJET PROJET MAITRE
OU '@' POUR ANNULLER.
CENTRE DE RESPONSABILITE

Un moment S.V.P.
DOIT-ON CONSIDERER CE PROJET MAITRE COMME UN PROJET 'TIES' OU 'VISITING EXPERT'?
(OUI ou PRESSEZ 'RETURN') ->

NAME	CF05

FORMAT:



NAME	CF05

Element	Title	Description	Source Document	Format	Destination	Remark
1	Contract #	Project no.	displayed	5N	CON, 6	
2	Rspb Cntr	Responsibility Centre	displayed	6T	CON, 11	
3	Branch	Branch no.	displayed	10C	CON, 2	according to element 2
4	Division	Division no.	displayed	10L	CON, 3	according to element 2
5	Project Officer	Project Officer name	AIP, 3	11A	CON, 4	Family name
6	Contract title	Project title	AIP, 2	30T	CON, 7	
7	File no.	TDC file no.	AIP, 4	13A	CON, 8	
8	EST$CY	Est. cost current year	AIP, 16	11L	CON, 13	for the project entered
9	EST$CY+1	Est. cost current year + 1	AIP, 17	11L	CON, 14	for the project entered
10	EST$CY+2+	Est. cost future years	AIP, 18	11L	CON, 15	
11	TOT$AUTH	Total estimated cost	AIP, 19	11L	CON, 11	
12	Sponsor	Sponsor	AIP, 15	10C	CON, 68	press PF1 to select sponsor name
13	MEC Code	Program sub-objective no.	AIP, 8	10C	CON, 27	
14	F.E.	Financial encumbrance charge	TP117 allotment code	5N	CON, 35	According to project title ex: 1021- code R+D program
15	Line Object	Line Object	TP117 line object	5N	CON, 34	according to project title ex: 2435-EDP services

.../2

NAME	CF05 (cont'd)

Element	Title	Description	Source Document	Format	Destination	Remark
16	AIP date	AIP approval date	AIP, 7	8D	CON, 39	
17	Sign Date					not used at this stage by pressing <CR>
18	TIES standing offer	Is it a TIES contract	AIP, 9	8C	EFI, 36	
19	R+D program	R + D program element	AIP, 6	1N	EFI, 34	1- exploratory 2- corporate 3- regulatory 4- operational 5- sector directed 6- long-term
20	TC client	Transport Canada client	AIP, 20	15A	EFI, 27	
21	TC Routing/ symbol	Routing symbol	AIP, 21	7A	EFI, 20	
22	Benefit area	R + D Benefit code	AIP, 22	8C	EFI, 5	Press PF1 to select benefit code
23	EARP Code PEEE	EARP code	AIP, 23	2N	EFI, 28	

NAME	CF06
Purpose:	Change the status of a project to terminated or completed
Activity/Operations:	1.4.4 Terminate a project 1.5.1 Project completion
Source document:	Approval in principle (AIP) or Certificate of acceptance (CA)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Changement de status / fermeture

REMARKS:

1. At **Donnez Project #** ->, type AIP 10, 11, 12, 13 or 14 - Sponsor project no. or CA, 1
2. Fill in the input screen as shown in the Format defined next page.

   The computer returns to menu MAJ

NAME	CF06

FORMAT:

CONTRAT # (1) RSPB CNT: (2)

CONTRACTANT -> (3)

NOUVEAU STATUT POUR CE CONTRAT -> (4)

TOTAL AUTORISE $ (5)

CUMULATIF DE LANNEE COURANTE $ (6)

BUDGET DE LANNEE COURANTE $ (7)

TOTAL DES DEPENSES $ (8)

BALANCE DU TOTAL AUTORISE $ (9)

TOTAL CUMULATIF DES RETENUES $ (10)

BALANCE DE LANNEE COURANTE $ (11)

NAME	CF06

Element	Title	Description	Source Document	Format	Destination	Remark
1	Contract #	Project No.	Displayed	5 N	CON, 6	
2	Rspb Cnt	Responsibility Centre	Displayed	6 A	CON, 1	
3	Contractant	Contractor name	Displayed	11 A	CON, 7	
4	Nouveau status pour ce contrat	Project status	See remark	8 C	CON, 10	Type 1 if source doc. is AIP Type 2 if source doc. is CA
5	Total autorisé	Total budget authorized	Displayed	11 L	CON, 11	
6	Cumulatif de l'année courante	Actual expenses current year	Displayed	11 L	CON, 46	
7	Budget de l'année courante	Budget this year	Displayed	11 L	CON, 18	
8	Total des dépenses	Total expenses all years	Displayed	11 L	CON, 50	
9	Balance du total autorisé	Balance authorized total	Displayed	11 L	CON, 49	
10	Total cumulatif des retenus	Total holdback	Displayed	11 L	DON, 56	
11	Balance de l'année courante	Balance current year	Displayed	11 L	CON, 47	

NAME	CF07

Purpose: Change budget information of a project

Activity/Operations: 1.4.1.2 Enter Status Report Information (Accounting)

Source document: Status report (SR)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Révision des fonds de contrat

REMARKS:

1. At **Donnez le projet ->**, type SR-1 CDT/TDC (Project no.)
2. Fill in information using the input screen defined in FORMAT next page.

   The computer displays:

   - total budget current year ("CY")
   - the contractor ("ORGANISME")
   - the project no. ("PROJ. #")
   - the budget future years ("FUT. YRS")

   The computer returns to menu MAJ

NAME	CF07

FORMAT:

REVISION DE LA DISTRIBUTION DES COUTS

CONTRAT # (1) | CENTRE DE RESPONSABILITE (2) | STATUT (3)

	ACTUEL		ESTIMATION DES O.P.	
BUDGET ANNEE COURANTE	(4)	(CY)	(7)	(CY)
BUDGET ANNEE SUIVANTE	(5)	(CY + 1)	(8)	(CY + 1)
BUDGET ANNEE SUBSEQUENTE	(6)	(CY + 1 +)	(9)	(CY + 2 +)

TOTAL AUTORISÉ (10) ENGAGEMENTS (11) (12) (CHANGE)

S.V. P. VÉRIFIEZ LA VALEUR DE "CHANGE" AVEC CELLE DE L'OFFICIER DE PROJET.

CF07

NAME	CF07

Element	Title	Description	Source Document	Format	Destination	Remark
1	Contract #	Project No.	Displayed	5 N	CON, 6	
2	Centre de responsabilité	Responsibility centre	Displayed	6 A	CON, 1	
3	Statut	Project status	Displayed	8 C	CON, 10	
4	Budget annee courante	Current year budget	Displayed	11L	CON, 18	
5	Budget annee suivante	Budget next year	Displayed	11L	CON, 19	
6	Budget annee subsequente	Budget future year	Displayed	11L	CON, 20	
7	(CY)	New budget current year	SR, 7	11L	CON, 18	
8	(CY+1)	New budget next year	SR, 8	11L	CON, 19	
9	(CY+2+)	New budget future year	SR, 9	11L	CON, 20	
10	Total autorisé	Total authorised amount	CF05	11L	CON, 11	
11	Engagements	Total engaged amount		11L	CON, 53	
12	Variance	Variant	Displayed	11L	CON, 12	

NAME	CF09
Purpose:	Change estimated cost for a specific project
Activity/Operations:	1.1.1 Enter AIP Information in the MIS 1.3.2 Modify contract information 1.4.1.2 Enter status reports information (Accounting)
Source document:	Approval in principle (AIP) / Contracting Document (CD) / Status Report (SR)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Révision d'un nouveau

REMARKS:

1. At **Donnez # d'origin ->**, type in AIP, 10 - TDC Project No.

If menu option is 16-Revision d'un nouveau, go to step 3

Otherwise,

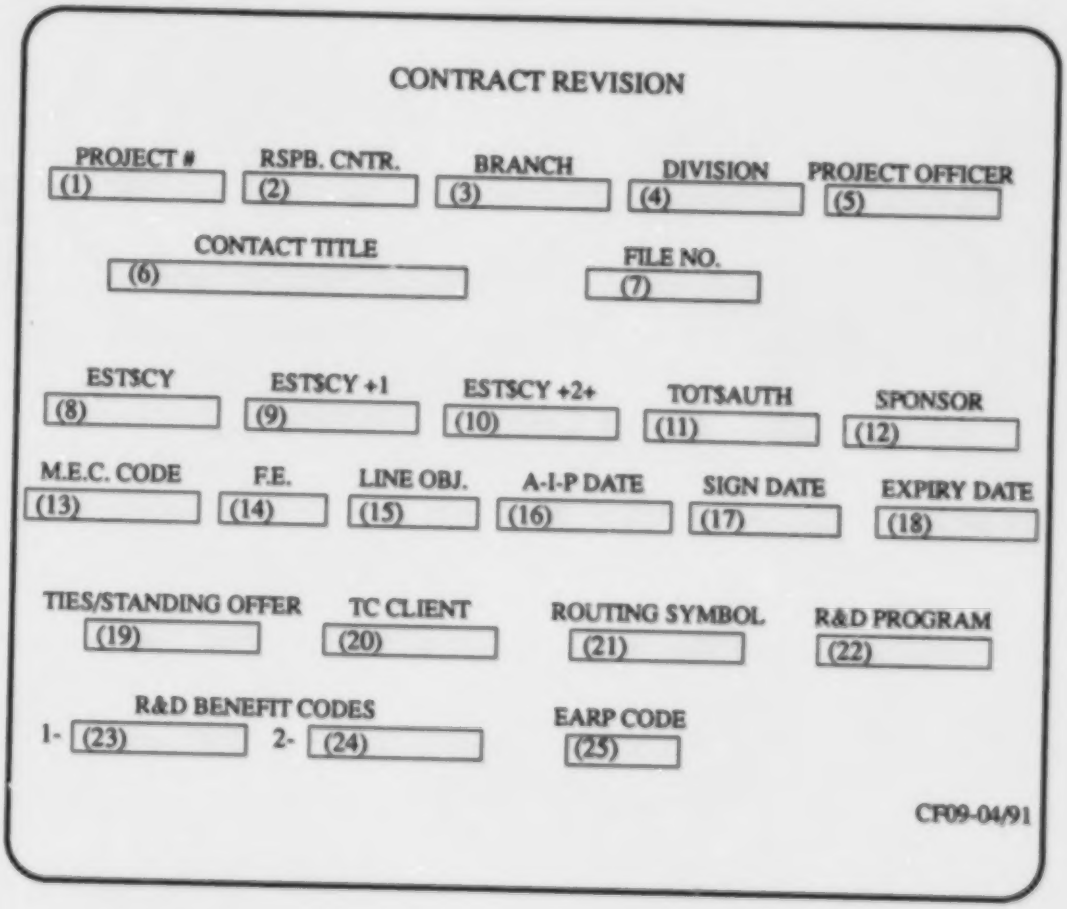
2. At **# Nouv. Cont. ->**, type in AIP, 11, 12, 13 or 14 - Project no. Sponsor

3. Fill in the input screen as shown in the FORMAT defined next page

The computer returns to menu MAJ.

NAME	CF09

FORMAT:



NAME	CF09

Element	Title	Description	Source Document	Format	Destination	Remark
1	Contract #	Project no.	diaplayed	5N	CON, 6	
2	Rspb Cntr	Responsibility Centre	displayed or SR,15	6T	CON, 1	
3	Branch	Branch no.	displayed	10C	CON, 2	according to element 2
4	Division	Division no.	displayed	10L	CON, 3	according to element 2
5	Project Officer	Project Officer name	displayed or SR,16	11A	CON, 4	Family name
6	Contract title	Project title	displayed or SR,5	30T	CON, 7	
7	File no.	TDC file no.	displayed or SR,2	13A	CON, 8	
8	EST$CY	Est. cost current year	AIP, 16 or CD,3	11L	CON, 13	for the project entered
9	EST$CY+1	Est. cost current year + 1	AIP, 17 or CD,4	11L	CON, 14	for the project entered
10	EST$CY+2+	Est. cost future years	AIP, 18 or CD,5	11L	CON, 15	
11	TOT$AUTH	Total authorized cost	AIP, 19 or CD,6	11L	CON, 11	
12	Sponsor	Sponsor	AIP, 15 or SR, 15	10C	CON, 68	press PF1 to select sponsor name
13	MEC Code	Program sub-objective no.	displayed or SR,6	10C	CON, 27	
14	F.E.	Financial encumbrance charge	displayed	5N	CON, 35	According to project title ex: 1021- code R+D program
15	Line Object	Line Object	displayed	5N	CON, 34	according to project title ex: 2435-EDP services

.../2

NAME	CF09 (cont'd)

Element	Title	Description	Source Document	Format	Destination	Remark
16	AIP date	AIP approval date	displayed or SR,10	8D	CON, 39	
17	Sign Date	Contract Sign date	displayed			not used at this stage, skip by pressing <cr>
18	Cont. Expiry Date	Contract Expiry date	Trans/Proj	8D	FIN, 5	
19	R+D program	R + D program element	displayed	1N	EFI, 34	
19	TIES/	Is it a TIES contract	displayed	8C	EFI, 36	
20	TC client	Transport Canada client	displayed	15A	EFI, 27	
21	TC Routing/ symbol	Routing symbol	displayed	7A	EFI, 20	
22	Benefit area	R + D Benefit code	displayed	8C	EFI, 5	
23	EARP Code PEEE	EARP code	displayed	2N	EFI, 28	

NAME	CF44
Purpose:	Enter page 2 of the MIS Project Entry Form
Activity/Operations:	1.3.1 Enter contract information in the MIS 1.3.2 Modify contract information
Source document:	MIS Project Entry Form or MIS Data Entry Feedback (MIS PEF)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Formulaire d'inscription SIG
3.	Formulaire d'inscription SIG	Formulaire d'inscription au SIG (page 2)

REMARKS:

1. At **Give le Projet ->**, type MIS PEF, 1, Proj #
2. Fill in the input screen as shown in the Format defined next page.

   The computer returns to menu MAJ

NOTE: This input screen can be called automatically, in which case you do not have to provide Project no.

NAME	CF44

FORMAT:

MIS PROJECT ENTRY FORM RELATED TO PROJECT # (1)

SCHEDULE: start date (2) draft due (3) final del. date (4)

EXTERNAL COST SHARING/CONTRIBUTION (5)

		TOTAL VALUE	DESCRIPTION
INDUSTRY	(6)	(7)	(8)
PROV/MUN	(6)	(7)	(8)
FOREIGN	(6)	(7)	(8)
OTHER	(6)	(7)	(8)

AREA OF BENEFIT 1ST (9) 2ND (10) 3RD (11)

DEPARTMENTAL COORDINATION
Initial and Name (12) TDC Designator (13)

AREA OF IMPACT (14)

CF44

NAME	CF44

Element	Title	Description	Source Document	Format	Destination	Remark
1	Project #	Project No.	displayed			
2	Start Date	Project start date	MIS PEF, 12	8D	CON, 24	
3	Draft Due	Draft due date	MIS PEF, 13	8D	CON, 41	
4	Final del. Date	Final delivery date	MIS PEF, 14	8D	CON, 42	
5	External cost sharing	External cost sharing	MIS PEF, 15			If 1-none, skip to element 9 If 2-yes, skip to element 6
6	Industry	Organization code	MIS PEF, 16	1N	EFI, 4	Press PF1, select one of following: 0 - undef 1 - industry 2 - prov./muni 3 - foreign 4 - other
7	Total Value	Total value	MIS PEF, 17	14L	EFI, 17	
8	Description	Description	MIS PEF, 18	30A	EFI, 19	
9	Area of benefit, 1st	Area of benefit - 1st priority	MIS PEF, 19	2N	EFI, 5	
10	2nd	2nd priority	MIS PEF, 20	2N	EFI, 5	
11	3rd	3rd priority	MIS PEF, 21	2N	EFI, 5	
12	Initial and name	Name	MIS PEF, 22	20A	EFI, 22	
13	TDC designator	TC designator	MIS PEF, 22	7A	EFI, 20	
14	Area of impact	Area of impact	MIS PEF, 24	2N	EFI, 9	

NAME	CF55
Purpose:	Enter page 1 of the MIS Project entry form in the MIS
Activity/Operations:	1.3.1 Enter contract information in the MIS 1.3.2 Modify contract information
Source document:	MIS Project Entry Form (MIS PEF) or MIS Data Entry Feedback

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Formulaire d'inscription SIG
3.	Formulaire d'inscription SIG	IF Source document is MIS PEF, Formulaire d'inscription au SIG (p.1 à 3) IF Source document is MIS DEF, Formulaire d'inscription au SIG (page 1)

REMARKS:

1. At **Give Project # ->**, type MIS PEF, 1 - # Proj.
2. Fill in the input screen as shown in the FORMAT defined next page.

   If option is 4-MAJ Formulaire au SIG (page 1 a 3)

   3. Fill in the input screen CF44
   4. Fill in the input screen DF33 (if element 12 of CF55 is NO.)

The computer returns to menu 29-Formulaire d'inscription SIG

NAME	CF55

FORMAT:

MIS PROJECT ENTRY FORM

PERFORMING ORGANIZATION

NB: TO CREATE A NEW CONTRACTOR ENTER NUMBER 1 AND PRESS <CR>, TO MODIFY ADDRESS OF AN EXISTING CONTRACTOR ENTER NUMBER 2 AND PRESS <CR>, TO REPLACE A CONTRACTOR BY ANOTHER EXISTING ONE ENTER HIS REFERENCE NUMBER AND PRESS <CR> OR TO LEAVE UNCHANGED PRESS <CR>.

REF ? (1) NAME (2)

ADDRESS (head office) (3)

(4)

CITY, PROVINCE/STATE (5) POSTAL CODE (6)

CONTACT PERSON (7) PHONE # (8)

CONTRACTOR'S WORKING LANGUAGE (9) CONTRACTOR'S REGION (10)

FORM OF CONTRACT (11) TIES OR STANDING OFFER ? (12)

CF55

NAME	CF55

Element	Title	Description	Source Document	Format	Destination	Remark
1	Rel #	Contractor No.	MISPEF, 2	10L	CON, 17	- enter contractor code (consult list of organizations) - if it is a new organization . type 1 . enter new organism using input screen OF01 - if you want to change the organization . type 2 . make changes using input screenOF01
2	Name	Contractor name	Displayed			
3	Address (Head Office)	Line 1 of contractor address	Displayed	30A	EFI, 41	
4		Line 2 of contractor address	Displayed	30A	EFI, 42	
5	City, Province/State	City, Province and State	Displayed	20A	EFI, 39	
6	Postal Code	Postal Code for contractor	Displayed	7A	EFI,44	
7	Contact Person	Contact Person to contractor	MIS PEF, 7	20A	EFI, 22	
8	Phone #	Telephone # of contractor	MIS PEF, 8	12A	EFI, 26	Area code ext - no.
9	Working language	Contractor working language	MIS PEF, 9	IN	EFI, 10	0 - Undef 1 - French 2 - English
10	Contractor region	Region of contractor	See remark	2N	EFI, 9	Press PF1 select region according of province (5)
11	Form of contract	Form of contract	MIS PEF, 10	IN	EFI, 11	
12	TIES or Standing Offer	Is this a TIES or Standing Offer ?	MIS PEF, 11			If yes page 3 of MIS PEF is not entered

NAME	Change Incurred Amount

Purpose: Change Incurred Amount of a project

Activity/Operations: 1.4.1.2 Enter Status Report Information (Accounting)

Source document: Status Report (SR)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	"Revised Incurred" Procedure

REMARKS:

1. At **Give Project # ->**, type SR-1, CDT/TDC (Project no.)
2. At **Give New Incur ->**, type SR-14, Contracts Total Incurred
3. The computer returns to MAJ Menu

NAME	Change Performing Organisation of a Project

Purpose: Change the Performing Organisation of a Project

Activity/Operations:

Source document:

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	ORGANISME
2.	ORGANISME	Change l'organisme du projet

REMARKS:

1. At **Give Project # ->**, type the project no. for which the performing organisation should be changed

The computer displays for the project no. entered:
the project no.
the performing organisation code (#ref)
the performing organisation name (ORGANISME)

2. Under **# REF**, type the new performing organisation code for that project

The computer returns to menu ORGANISME

3. The Question: Désirez-vous changer aussi l'organisme des projets reliés? (oui/non) Type oui for yes if you want to change all projects related to this one, and type non if not.

NAME	Correct invoice

Purpose: Modify the amount of a claim of progress payment

Activity/Operations: 1.4.2.3 Modify a claim of progress payment amount

Source document: Contract Voucher (CV)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	"Correct invoice" procedure

REMARKS:

1. At **Donnez Project # ->**, type CV-1, Cost (Project no.)

   The computer displays for all transactions of the project:
   - the project no. (Project #)
   - the transaction number (No. de seq)
   - the transaction date(date TRN)
   - the invoice no. (inv / amn #)
   - the invoice amount (amount)

2. At **Donnez Refer. no. ->**, type the transaction number (no. de seq) of the transaction to be changed (from the list displayed above)

3. At **Donnez Corr. Amt ->**, type CV-2, amount that represents the new amount of the transaction

4. At **Est-ce un "TIE(S)"? SI OUI, donnez son numero. SI NON, pesez la clef "Return" ->**, if the project is a TIES, type the task no.

   Otherwise, press <CR>

   The computer will return to menu MAJ.

NAME	Date Status Report
Purpose:	Change the draft and final dates of a Project
Activity/Operations:	1.4.1.2 Enter Status Report Information (Accounting)
Source document:	Status Report (SR)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Changement de date / Status RPT

REMARKS:

1. At: **Donnez Project # ->,** type SR, 1 CDT /TDC (Project no.)
   or
   press @ to return to menu MAJ

   The computer displays: the project title (PRJTTL)
   the project no. (PROJ)
   the control date (CNTLDATE)
   the draft due date (DRAFT DUE)
   the final date (FINALDEL)
2. If necessary, enter the new draft due date (SR-12, draft report)
3. If necessary, enter the new final report date (SR-13, final report)

   The computer displays the new dates entered
4. Go to step 1

NAME	Delete Status Report Remark

Purpose: Delete a Status Report Remark

Activity/Operations: 1.4.1.3 Enter Status Report Information (Remarks)

Source document: Status Report (SR)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	NARRATIF
2.	NARRATIF	Eliminer une remarque

REMARKS:

1. At **Donnez Project # ->**, type SR-1, CDT/TDC (Project no.)

   The computer returns to menu NARRATIF

NAME	DF02

Purpose: Enter dates of draft due and final in the MIS

Activity/Operations: 1.5.2.4 Start revision process

Source document: Acknowledge receipt

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS (Records Office)	PCP
2.	PCP	Correction a une fiche

REMARKS:

1. At **Give Project # ->**, type the project no. to be changed

The computer returns to PCP menu.

NAME	DF02

FORMAT:

(THE COMPUTER DISPLAYS GENERAL INFORMATION ON THE PROJECT REQUESTED)

RECEIVED:	FINAL F	FINAL E	FINAL B	SUM. F	SUM. E	SUM. B	RDF
	(1)	(2)	(3)	(4)	(5)	(6)	(7)

PAGES/FINAL	PAGES/SUM	PAGES/INTER.	SUMMARY	P.O. DETAILS	DRAFT RPT.
(8)	(9)	(10)	(11)	(12)	(13)

DF02-04/87

NAME	DF02

Element	Title	Description	Source Document	Format	Destination	Remark
1	Final F			5 N	DFI, 19	
2	Final E	No of final copies expected	See remark	5 N	DFI, 20	Draft report information form 7- report deliverable
3	Final B			5 N	DFI, 27	
4	Sum. F		Not entered	5 N	DFI, 21	
5	Sum. E			5 N	DFI, 22	
6	Sum. B			5 N	DFI, 28	
7	RDF		See remark	5 N	DFI, 29	Today's date upon return of acknowledge receipt
8	Pages/Final			5 N	DFI, 39	
9	Pages/Sum.			5 N	DFI, 40	
10	Pages/Inter.			5 N	DFI, 38	
11	Summary			8 D	DFI, 30	
12	P.O. details		See remark	8 D	DFI, 31	Draft report information form 4- Target date for technical review
13	Draft Rpt	Draft reports		10 C	DFI, 41	

NAME	DF03

Purpose: Display status dates for a specific project

Activity/Operations: 1.5.2.3 Produce acknowledge report

Source document:

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS (Records Office)	PCP
2.	PCP	Controle d'un rapport

REMARKS:

1. At **Donnez Project # ->**, type the project no. to be displayed

For each step the computer displays the status date as shown in DF03.

The computer returns to menu PCP.

NAME	DF03

FORMAT:

PROJET # (1) ETAPES -> EN DATE DU

RECU	(2)
ACCUSE DE RECEP.	(3)
REVISION	(4)
REV. EBAUCHE.	(5)
REC. IMPRIME	(6)
FERMETURE	(7)
DISTRIBUTION	(8)

DF03-01/89

NAME	DF03

Element	Title	Description	Source Document	Format	Destination	Remark
1	Project #	Project No.	Displayed	5 N		
2	Recu	Reception date of draft report	Displayed	10 C		
3	Accuse de recep.	Date of the acknowledge receipt	Displayed	10 C		
4	Revision	Date when the revision process was initiated	Displayed	10 C		
5	Rev. Ebauche	Date when draft was revised by performer	Displayed	10 C		
6	Rec. imprime	Reception date of final report from performer	Displayed	10 C		
7	Fermature	Date of acceptance of the final report	Displayed	10 C		
8	Distribution	Date when distribution was made	Displayed	10 C		

NAME	DF33
Purpose:	Enter page 3 of the MIS Project Entry Form
Activity/Operations:	1.3.1 Enter contract information in the MIS 1.3.2 Modify contract information
Source document:	MIS Project Entry Form MIS Data Entry Feedback (MIS PEF)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Formulaire d'inscription SIG
3.	Formulaire d'inscription SIG	Formulaire d'inscription au SIG (Page 3)

REMARKS:

1. At **Give le Projet ->**, type MIS PEF, 1-Proj. #
2. Fill in the input screen as shown in the FORMAT defined next page

The computer returns to menu MAJ.

NOTE: This input screen can be called automatically, in which case you do not have to provide Project no.

NAME	DF33

FORMAT:

MIS PROJECT ENTRY FORM

NB: FOR A. AND F. ENTER THOSE NUMBERS THAT HAVE BEEN CHECKED OFF BY OFFICERS. NUMBERS CAN BE ENTERED ONE AFTER ANOTHER WITHOUT LEAVING GAPS.

PROJECT DELIVERABLES

A. (1) (2) (3) (4) (5) (6) (7)

PUBLICATION REQUIREMENTS

A. FINAL REPORT : ENGLISH (8) FRENCH (9) BILINGUAL (10)

B. INTERIM REPORT: ENGLISH (11) FRENCH (12) BILINGUAL (13)

C. SUMMARY REPORT: ENGLISH (14) FRENCH (15) BILINGUAL (16)

D. SPECIAL PRINT, AUDIO-VISUAL : (17)

E. CONTRACTOR RESPONSIBLE FOR TRANSLATION : (18)

F. TDC SERVICE : (19)

(20) (21) (22) (23) (24) (25) (26)

LANGUAGE REQUIREMENTS

FINAL REPORT : (27) INTERIM REPORT : (28)

DF33-04/87

NAME	DF33

Element	Title	Description	Source Document	Format	Destination	Remark
1 2 3 4 5 6 7	Project Deliverables	Project Deliverables	MIS PEF, 25	1N	DFI, 12	- enter code of those ticked off (ex.: 1 for reports) - once you have finished leave other elements blank by pressing <CR>
8 9 10	A. Final Report	A. Numbers of copies of Final Reports	MIS PEF, 26	5N	DFI, 3 DFI, 4	- type number of copies for each language
11 12 13	B. Interim Report	B. Numbers of Interim Reports	MIS PEF, 27	5N	DFI, 51 DFI, 52 DFI, 53	- type number of copies for each language
14 15 16	C. Summary Report	C. Numbers of Summary Reports	MIS PEF, 28	5N	DFI, 7 DFI, 8	- type number of copies for each language
17	D. Special Print	D. Special print or Audio-Visual	MIS PEF, 29	3A	DFI, 14	Type YES or NO
18	E. Contractor responsible for translation	E. Contractor responsible for translation	MIS PEF, 30	3A	DFI, 44	Type YES or NO
19	F. TDC Service	F. TDC Publication	MIS PEF, 31	3A	DFI, 42	Type YES or No
20 21 22 23 24 25 26			MIS PEF, 32	1N	DFI, 18	- enter code of those ticked off. (ex.: 1 for consultation) - once you have finished leave other elements blank by pressing <CR>
27	Final Report	Final Report	MISPEF, 33	1N	DFI, 5	- enter the code of the one ticked off
28	Interim Report	Interim Report	MIS PEF, 34	1N	DFI, 46	- enter the code of the one ticked off

NAME	Direct Invoice

Purpose: Pay an invoice that was not declared with the "Pre-Invoice" Procedure

Activity/Operations: 1.4.2.2 Pay a claim of progress payment approved

Source document: Contract Voucher (CV)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	"Direct Invoice" Procedure

REMARKS:

1. At **Give Project #** ->, type CV-1, cost (project no.)
2. At **Give Amount** ->, type CV-2, amount
3. At **Give Mois/Fact** ->, type (the month of CV-5- date of requisition) minus 3
4. At **Give A.P.V. #** ->, type CV-3, APV no.
5. At **Give Claim** ->, type CV-6, Invoice no.
6. At **Give Batch ID** ->, type CV-4, Batch no.

The computer displays the information typed

7. **Est-ce un "Tie(s)?" si OUI Donnez son numero, si NON pesez la clef "RETURN"**

Press <CR> if the project is not a TIES

Type the task no. if the project is aTIES

The computer returns to menu MAJ.

NAME	Draft / Final Date
Purpose:	Change the delivery date of the draft and final report
Activity/Operations:	1.5.2.3 Produce acknowledge receipt 1.5.2.6 Produce completion document
Source document:	Draft report information form (6-1)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS (Records Office)	CNTL des dates
2.	CNTL des dates	Modifier les dates Draft / Final

REMARKS:

1. At **Donnez Contrat # ->**, type in the Project number on 6-1

   The computer displays the following information:

PROJET	CNTL DATE	DRAFT DU	FINAL DEL
XXXX	XXXX	YY/MM/DD	YY/MM/DD

   PROJET -> Project no.

2. At **Draft due = 89/10/05 ->**, if operation is 1.5.2.3, type the draft due date from "target date for detailed technical review " of the 6-1, otherwise press <CR>

   At **Final del = 89/10/24 ->** if operation is 1.5.2.6, type final delivery date (today's date), otherwise, press <CR>

NAME	Duplicate Project Objective

Purpose: Copy the project objectives from one project to another

Activity/Operations: 1.1.2 Enter Project Objectives and Scope

Source document: Approval in Principle (AIP)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MAJ	NARRATIF
2.	NARRATIF	Duplicate un "Proj. Obj."

REMARKS:

1. At **Give # Proj. de ->**, type AIP, 10 - Project no.
2. At **Give # Proj. a ->**, type AIP, 11, 12, 13 or 14 - Project no.

   The computer returns to NARRATIF menu.

NAME	Duplicate Project Scope

Purpose: Copy the project scope from one project to another

Activity/Operations: 1.1.2 Enter project objectives and scope

Source document: Approval in Principle (AIP)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS (Records office)	PCP
2.	PCP	Duplicate un "scope"

REMARKS:

1. At **Give # Proj. de ->**, type AIP, 10 - Project no.
2. At **Give # Proj. a ->**, type AIP, 11, 12, 13 or 14 - Project no.

   The computer returns to NARRATIF menu.

NAME	Duplicate status report remarks

Purpose: Duplicate status report remarks from one project to another

Activity/Operations: 1.4.1.3 Enter status reports information (remarks)

Source document: Status report (SR)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	NARRATIF
2.	NARRATIF	Duplicater une remarque

REMARKS:

1. At **Donnez le # cont. de ->**, type SR-1 CDT/TDC (Project no.) from which the remarks should be duplicated.
2. At **Donnez le # cont. A ->**, type SR-1 CDT/TDC (Project no.) where the remarks should be duplicated.

The computer returns to menu NARRATIF.

NAME	Go Back

Purpose: Return to initial status in project completion phase for a specific project

Activity/Operations: 1.5.2.3 Produce Acknowledge receipt

Source document: Draft report information form (6-1)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS (Records office)	PCP
2.	PCP	Reculer d'une etape

REMARKS:

1. At **Give Project # ->**, type the project number on the 6-1

   The computer displays the draft title and returns to menu PCP

NAME	Holdback
Purpose:	Release and pay the holdback amount of a contract
Activity/Operations:	1.4.2.2 Pay a claim of progress payment approved 1.5.1 Project Completion
Source document:	Contract Voucher (CV)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Comptabilisation d'une retenue

REMARKS:

1. At **Give Project #** ->, type CV-1, Cost (Project no.)

If the computer does not find "Holdback transaction"

The computer displays:

transaction number
type of transaction
date of transaction
invoice amount

2. At **Give Refer. no.** ->, type the transaction number where you find the word "Hold" under type of transaction

Otherwise, continue

3. At **Give MNT retenue** ->, type CV-2, amount

The computer displays:

project no.
total paid to date
monthly holdback total
year to date holdback

4. At **Est-ce une "tache de type (simple)"? SI OUI, donnez son numero. SI NON, pesez la clef "Return"** ->, type OUI if the project is a ties

Otherwise, press <CR>

The computer returns to menu MAJ.

NAME	Invoice

Purpose: Register the payment of an invoice

Activity/Operations: 1.4.2.2 Pay a claim of progress payment approved

Source document: Contract Voucher (CV)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	"Invoice" Procedure

REMARKS:

1. At **Give Project # ->**, type CV-1 Cost (Project no.)

For all transactions of the project, the computer displays:
- the transaction no. (refer #)
- the transaction date (tran. date)
- the invoice number (inv/amen #)
- amount of the transaction (amount)

2. At **Give Refer no. ->**, type the transaction no. (refer #) of the transaction showing XXXX under the invoice number (INV/AMEN #)

3. At **Give Rev. Amount ->**, type CV-2 - Amount

4. At **Give A.P.V. # ->**, type CV-3 - APV no.

5. At **Give Batch Id ->**, type CV-4 - Batch no.

The computer displays the information typed

6. At **Est-ce une "tâche de type (simple)"?, SI OUI, donnez son numero. SI NON, pesez la clef "Return"**

Press <CR> if the project is not a TIES

Type the task no. if the project is a TIES

The computer returns to menu MAJ

NAME	MF01

Purpose: Enter project objectives in the MIS

Activity/Operations: 1.1.2 Enter project objectives and scope

Source document: Project Justification (PJ)
Approval in principle (AIP)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	NARRATIF
2.	NARRATIF	Creation des Scope + Proj. Obj.

REMARKS:

1. At **Donnez ie # Projet->**, type the "TDC project no." indicated on the AIP.
2. Fill in the input screen as shown in the FORMAT defined next page.

   After text is entered
3. Press <CR> until -> appears
4. The computer goes to AF01 input screen.

All text must be typed in CAPITALS.

NAME	MF01

FORMAT:

PROJECT OBJECTIVE POUR LE PROJET # (1)

(2)

MF01-01/83

NAME	MF01

Element	Title	Description	Source Document	Format	Destination	Remark
1	Objectif pour le projet #	Project number	Displayed	4N	AFI, 1	
2		Project objectives	PJ section 3	T	AFI, 2	9 lines maximum

NAME	Modify Project Objectives

Purpose: Modify the text of a project's objectives

Activity/Operations: 1.1.2 Enter project objectives and scope

Source document: Project Profile Sheet (PPS)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	NARRATIF
2.	NARRATIF	Edit d'un "Project Objective"

REMARKS:

1. At **Donnez Project no. ->**, type the first project number (Proj. #) indicated on the Project Profile Sheet

   The computer displays the project objectives

2. Correct objectives according to objectives of PPS:

   - use the left- or right-arrow keys (<-, ->) to move within a line
   - to insert text, move the cursor where you want to insert text and type it in
   - to erase text, move the cursor after the character you want to delete and press Backspace
   - to modify text, you have to combine erase and insert operations
   - to go to the next line, use the down-arrow key
   - to go to the previous line, use the up-arrow key

   After correcting the objectives

3. Press the down-arrow key or <CR> until -> appears.

The computer returns to NARRATIF menu.

NAME	Modify Project Scope

Purpose: Modify the text of a project's scope

Activity/Operations: 1.1.2 Enter project objectives and scope

Source document: Project Profile Sheet (PPS)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	NARRATIF
2.	NARRATIF	Edit d'un "scope"

REMARKS:

1. At **Donnez Project no. ->**, type the first project number (Proj. #) indicated on the Project Profile Sheet

The computer displays the project scope

2. Correct scope according to scope of PPS:
   - use the left- or right-arrow keys (<-, ->) to move within a line
   - to insert text, move the cursor where you want to insert text and type it in
   - to erase text, move the cursor after the character you want to delete and press type Backspace
   - to modify text, you have to combine erase and insert operations
   - to go to the next line, use the down-arrow key
   - to go to the previous line, use the up-arrow key

After correcting the scope

3. Press the down-arrow key or <CR> until -> appears.

The computer returns to NARRATIF menu.

NAME	OF01

Purpose: Enter a new contractor or modify an existing contractor

Activity/Operations: 1.3.1 Enter Contract information in the MIS

Source document: MIS Project Entry Form (MIS PEF)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	ORGANISME
2.	ORGANISME	Creation d'un nouvel organisme

REMARKS:

1. At Give project # ->, enter the project number
2. Enter the organism information using the following screen
3. After data entry is completed, the computer displays: "Le numéro de référence à employer pour cet organisme est" XXX

This screen is called by CFS5 at REF# if necessary.

NAME	OF01

FORMAT:

MIS PROJECT ENTRY FORM

PERFORMING ORGANIZATION

REF# (1) NAME (2)

ADDRESS (head office) (3)

(4)

CITY, PROVINCE/STATE (5)

POSTAL/ZIP CODE (6)

CONTACT PERSON (7)

CONTACT'S PHONE # (8)

OF01

NAME	OF01

Element	Title	Description	Source Document	Format	Destination	Remark
1	REf #	Contractor Code	Generated Automatically	10L	ORG, 14	
2	Name	Contractor Name	MIS PEF, 2	30T	ORG, 6	
3	Address Head Office	Line 1 of contractor's address	MIS PEF, 3	30T	ORG, 8	
4		Line 2 of contractor's address	MIS PEF, 4	30T	ORG,9	
5	City, Province/State	City and Province of contractor	MIS PEF, 5	20T	ORG, 10	
6	Postal/ ZIP Code	Postal Code or ZIP Code	MIS PEF, 6	7T	ORG, 11	
7	Contact Person	Contact person	MIS PEF, 7	20A	EFI, 22	
8	Contact Phone	Contact telephone	MIS PEF, 8	12A	EFI, 26	

NAME	PF01
Purpose:	Create a new Project Officer
Activity/Operations:	1.1.1 Enter AiP Information in MIS 1.3.2 Modify Contract Information
Source document:	Approval in principle (AIP)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Creer un Officier de Projet ou Revision d'un "nouveau"

REMARKS:

If menu option is "Creer un Officer de Projet"

1. Fill in information using the input screen defined in FORMAT next page

The computer returns to menu MAJ

If menu option is "Revision d'un nouveau"

2. At **Project Officer**, type the name of the new Project Officer

The computer advises you that the Project Officer does not exist

3. Press <CR> to clear the error message
4. At **Project Officer**, type 1
5. Fill in information using the input screen defined in FORMAT next page

The computer returns to option "Revision d'un nouveau"

NAME	PF01

FORMAT:

A NEW PROJECT OFFICER

BEFORE ENTERING THE NEW PROJECT OFFICER'S NAME,
PLEASE FOLLOW THE FOLLOWING INSTRUCTIONS.

1- A PROJECT OFFICER IS IDENTIFIED BY HIS LAST NAME ONLY
2- AVOID USING COMMAS AND POINTS IN THE LAST NAME.
3- IF THERE ARE TWO PEOPLE WITH THE SAME LAST NAME, THEY WILL BE IDENTIFIED IN THE FOLLOWING FORMAT.

eg. SMITH T

ONE BLANK SPACE BETWEEN LAST NAME AND INITIAL.

PLEASE ENTER :

THE NEW PROJECT OFFICER'S NAME. [(1)] INITIAL [(2)]

ENTER P.O.'S LANGUAGE : [(3)] 0 = ENGLISH 1 = FRENCH

RSPB. CENTRE # : [(4)] CHIEF'S NAME : [(5)]

P.O.'S TEL.: (514) 283-[(6)]

PF01-01/89

NAME	PF01

Element	Title	Description	Source Document	Format	Destination	Remark
1	Name	Project Officer Name	AIP - 3	11A	POF, 1	
2	Initial	Initial	-	4A	POF, 6	
3	Language	Language of Project Officer	-	1N	POF, 3	Type 0 for English Type 1 for French
4	Rspb Centre #	Responsibility Centre	AIP - 5	6A	POF, 2	
5	Chief's name	Name of division Chief of Project Officer	-	11A	POF, 5	
6	283 -	Telephone number at Project Officer's desk	-	4A	POF, 7	

NAME	Pre-Holdback

Purpose: Release the holdback amount of a project

Activity/Operations: 1.4.2.1 Receive a claim of progress payment

Source document: Claim for progress payment (CPP)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	"Pre-Hold" procedure

REMARKS:

1. At **Give Project # ->**, type CPP, 1 - (Fe-FC/RN) (Project no.)

2. At **Give MNT Hold ->**, type CPP 2, Amount Due

The computer displays:
the project number
the accounting month
the amount of the holdback
and the transaction reference no.

The computer returns to menu MAJ

NAME	Pre-Invoice

Purpose: Enter an invoice in the MIS

Activity/Operations: 1.4.2.1 Receive a claim of progress payment

Source document: Claim of progress payment (CPP)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	"Pre-Invoice" procedure

REMARKS:

1. At **Give Project # ->**,type CPP, 1-FE-FC/RN (Project no.)
2. At **Give Amount ->**, type CPP, 2-Amount Due

   The computer displays: the responsibility centre
   the project activity
   the project no.
   the charge allotment
   the line object
   the amount due
3. At **Give Claim ->**, type CPP-4, claim no.
4. AT **Give MM/Fact ->**, type (the month of CPP-5 date) minus 3

   The computer displays: the project no.
   the claim no. (invoice #)
   the amount due
   the Project Officer
   the transaction number generated by the computer
5. At **Est-ce une "tâche de type (simple)"? SI OUI, donnez son numero. SI NON, pesez la clef "Return"**

   If the project is a TIES, give the task #

   Otherwise press <CR>
6. The computer returns to menu MAJ

NAME	SSC requisition

Purpose: Change the SSC Requisition number of a project

Activity/Operations: 1.4.1.2 Enter Status Report Information (Accounting)

Source document: Status Report (SR)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Modif. du # de réquisition

REMARKS:

1. At **Donnez Project # ->**, type SR, 1, CDT/TDC (Project no.)
2. At **REQN. # = *Old Req. no.* ->**, type SR, 4, CDT/TDC (Requisition no.)
3. The computer returns to menu MAJ

NAME	Status/Fermeture

Purpose: Finalize the deliverables management for a project

Activity/Operations: 1.5.2.6 Produce Completion Document

Source document:

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS (Records office)	PCP
2.	PCP	Gestion "Prog. comp. phase"

REMARKS:

1. At **Desirez-vous que ce rapport passe automatiquement aux archives? (O/N)**
   Type O, to send final report to archives
   Type N, to return to menu PCP
2. At **Donnez project # ->**, type the project no. of the project for which you have received the final report
3. At **Donnez le # de TP ->**, type the TP number of the project for which you have received the final report

The computer gives a message saying that the final report is archived.

The computer returns to PCP menu.

NAME	Status Report Remarks

Purpose: Enter Status Report Remarks in the MIS

Activity/Operations: 1.4.1.3 Enter Status Reports Information (Remarks)

Source document: Status report (SR)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	NARRATIF
2.	NARRATIF	Entree les remarques

REMARKS:

1. At **Donnez# de projet ->**, type SR-1 CDT/TDC (Project no.) or @ to return to NARRATIF menu
2. Fill in information using the input screen defined in FORMAT next page.
3. Go to step 1

NAME	STATUS REPORT REMARKS

FORMAT:

REMARQUE DE L'OFFICIER DE PROJET (1) POUR LE PROJET # (2)

(3)

91-06-11

Pesez sur [RETURN] pour change de ligne
[ESC] MODE EDITION puis FLECHES <- ou ->

[@] puis [RETURN] pour annuler
[.] au premier caractere on TERMINE

NAME	Status Report Remarks

Element	Title	Description	Source Document	Format	Destination	Remark
1	L'officier de projet	Project Officer	Displayed	SN	CON,4	
2	Projet #	Project no.	Displayed		REM,1	
3		Status Report Remarks	SR, 17	Text	REM, 2	- by pressing the space bar, the current line will be erased. - after you have typed the remarks, press <CR> until **Donnez # de Proj ->** appears - use up- and down-arrow keys to move from one line to the other.

NAME	Task Transfer

Purpose: Redistribute a task from one project to another

Activity/Operations: 1.3.4 Enter task requisition in the MIS

Source document: Task Requisition (TR)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Tâche (simple)
2.	Tâche (simple)	Transférer un # de task a proj

REMARKS:

1. At **Give ANCIEN PROJ ->**, type the project no.of the task to be transferred
2. At **Give NOUV.PROJ ->**, type the project no. to which the task should be transferred
3. At **Give the task # ->**, type the task no. to be transferred

   The computer returns to menu TÂCHE SIMPLE.

NAME	TF01
Purpose:	Enter information related to a task in the MIS
Activity/Operations:	1.3.4 Enter a task requisition in MIS
Source document:	Task Requisition (TR)

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Tâche (simple)
2.	Tâche (simple)	Creation d'un "TIE(S)" Mod. a un "TIE(S)"/FIN CAPAFE

REMARKS:

1. At **Give # Projet →**, type TR-1, contract no.
2. At **Give # de tache →**, type TR-2, task no.
3. Fill the input screen defined in FORMAT next page

The computer returns to menu Tâche (simple).

NAME	TF01

FORMAT:

FICHE POUR UN "TIE (SIMPLE)"/"CAPAFE"

PROJET # (1) | DATE DEBUT$ (2) | DATE FIN$. (3) | TASK#CAP (4) | #SERIE DU CONTRAT (5)

MONTANT AUTH. (6) | RETENUE DU TASK (7) | BALANCE (8) | DUREE (9) | STATUT (10)

TITRE DU TASK (11) | AGENT/TASK (12)

TF01-10/89

NAME	TF01

Element	Title	Description	Source Document	Format	Destination	Remark
1	Projet #	Contract no.	displayed	5N	TIE, 1	
2	Date debut $	Starting date of (simple) task	TR, 7	8D	TIE, 2	
3	Date fin	Completion date	TR, 5	8D	TIE, 3	
4	Task # cap	Task # or CAPAFE #				
5	# série de contrat	SSC requisition no.	See remark	A20	TIE, 10	From SSC requisition no. or contract
6	Montant auth	Authorized amount	TR, 6	11L	TIE, 4	
7	Retenue du	Holdback for the task	See remark	11L	TIE, 11	10% of element 6 if task is longer than 60 days (element 3 - element 2)
8	Balance	Balance of the task	See remark	11L	TIE, 6	Element 6 - element 7
9	Durée	Length of the task in days	See remark	1N	TIE, 13	(Element 3 - element 2) If the result is > 60, type 1 < 60, type 2 = 60, type 3 Otherwise type 0
10	Status	Task status	See remark	1N	TIE, 14	Press PF1 and select 0 - Actif
11	Titre du task	Task title	TR, 3	29A	TIE, 15	First line only
12	Agent / task	Project Officer	TR, 4	11A	TIE, 16	

NAME	TIES Link

Purpose: Recalculate TIES balance from an invoice

Activity/Operations: 1.3.4 Enter task requisition in the MIS

Source document:

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Tâche (simple)
2.	Tâche (simple)	Faire les liens d'un "TIE(S)"

REMARKS:

1. At **Voulez-vous lier toutes les transactions ->**,
   If all transactions of a project have to be linked, hit [return] to select OUI.
   If only one transaction has to be linked, use arrows and move to the right then hit [return] to select NON.
2. At **Give le no. projet ->**, type the project no. of the transaction to be linked
3. At **Give le no. Refer ->**, type the transaction no. of the transaction to be linked

The computer displays:
- the date of the transaction
- the transaction no.
- the transaction amount
- the amount paid to date
- the project balance

4. At **Desirez-vous lier cette transaction avec le # de tâche,** hit [return] to select OUI or use the arrow to the right to select NON and hit [return]
5. At **Give le TIE ->**, type the task no.

The computer returns to menu TACHE SIMPLE

NAME	Trans Acces / Energy Amount

Purpose: Modify the recouped amount of an Energy or Acces Trans. project

Activity/Operations: 1.4.2.4 Prepare sponsors invoicing

Source document: Energy or Trans. Acces Report

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	RECUPERATION
2.	RECUPERATION	Mod./Montant déjà récupéré ENER

REMARKS:

1. At **Donnez Project # ->**, type no. of Energy or Acces Trans project no. to be changed
2. AT **Recup/Expend/Son ->**, type the new recouped amount to show on the report

The computer returns to menu Recuperation

NAME	Transaction for a task

Purpose: Display all transactions related to a specific task

Activity/Operations: 1.3.4 Enter task requisition in the MIS

Source document:

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	Tâche (simple)
2.	Tâche (simple)	Trans de "TIE(S)" or "CAPAFE"

REMARKS:

1. At **Donnez Project # ->**, type the project no. to be displayed (TR-1 Contract no.)
2. At **Donnez TIE(S) ->**, type the (simple) task no. to be displayed (TR2, Task no.)

The computer displays:
- the project no.
- the project title
- the task title
- the task no.
- the authorized amount for the project
- the authorized amount for the task
- the date of each transaction (date tie)
- the invoice no. of each transaction (INV/AMN#)
- the amount of each transaction (AMOUNT)

Press <CR> to return to menu TÂCHE SIMPLE

NAME	Trans / Proj

Purpose: Display information from the MIS for a specific project

Activity/Operations: 1.3.1 Enter contract information in the MIS

Source document: N/A

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	MAJ
2.	MAJ	Transaction pour un Contrat

REMARKS:

1. At **Donnez le Projet # ->**, type the project number for which you want the information

The computer returns to MAJ menu.

NOTE: If you want to print the result of the Trans / Proj. on the Finance printer:
- at menu MAJ, at **Choisissez une fonction ->**, type the Ref # ->P
- the computer asks the project number to be printed
- the output will routed to the printer
- the computer returns to MAJ menu.

NAME	TRANS/PROJ

FORMAT:

CONTRACT # : (1) RESPONSIBILITY CENTRE : (2)

CONTRACTOR: (3) CONTRACTOR'S SHARE: (4)

P.O.- (5) (7) STATUS : (7)

REQUISITION NO. (8) R&D ACTIVITY : (9) TDC FILE NO.: (10)

A-I-P DATE: (11) START DATE : (12) FINAL REPORT DELIVERY: (13)

CONTRACT I PAID CY-2: (14) FUT. YRS: (17) TOT $ AUTH: (20)

TERMS I PAID CY-1: (15) BGT CY+1: (18) SPONSOR : (21)

I BGT CY : (16) EST.$ CY: (19) PRINTED: (22)

TRNS DATE	REF.#	VOUCHER	MONTH	AMOUNT	PAID TO DATE	NOT YET PAID
(23)	(24)	(25)	(26)	(27)	(28)	(29)
(23)	(24)	(25)	(26)	(27)	(28)	(29)
(23)	(24)	(25)	(26)	(27)	(28)	(29)
(23)	(24)	(25)	(26)	(27)	(28)	(29)

MONTANT EN "HOLDBACK" -> $ (30)

NAME	Trans / Proj

Element	Title	Description	Source Document	Format	Destination	Remark
1	Contract #	Project No.	displayed			
2	Responsibility centre	Responsibility Centre	displayed			
3	Contractor	Contractor	displayed			
4	Contractor's Share	Contractor's Share	displayed			
5	P.O.	Project Officer name	displayed			
6		Project title	displayed			
7	Status	Project status	displayed			
8	Requisition no	SSC requisition no.	displayed			
9	R + D activity	R + D activity	displayed			
10	TDC File no.	TDC File no.	displayed			
11	AIP date	AIP approval date	displayed			
12	Start date	Project start date	displayed			
13	Cont. Expiry date	Contract expiry date	displayed			
14	Paid CY-2	Paid current year - 2	displayed			
15	Paid CY-1	Paid current year - 1	displayed			
16	BGT CY	Budget current year	displayed			
17	Fut. Yrs	Budget future years	displayed			
18	BGT CY	Budget current year	displayed			

NAME	Trans / Proj (cont'd)

Element	Title	Description	Source Document	Format	Destination	Remark
19	Est. $ CY	Estimated $ current year	displayed			
20	Tot $ Auth	Total authorized	displayed			
21	Sponsor	Sponsor name	displayed			
22	Printed	Today's date	displayed			
23	TRNS date	Transaction date	displayed			
24	Ref. #	Transaction reference no.	displayed			
25	Voucher	Voucher no.	displayed			
26	Month	Accounting transaction month	displayed			
27	Amount	Transaction amount	displayed			
28	Paid to date	Amount paid to date	displayed			
29	Not yet paid	Project budget available	displayed			(- element 27)
30	Holdback	Holdback payment on project	displayed			

NAME	TY01

Purpose: Enter a new sponsor organization

Activity/Operations:

Source document:

ACCESS METHOD:

Step #	Menu Displayed	Options to choose
1.	MIS	ORGANISME
2.	ORGANISME	Creation d'un ORG. PARAINANT Mod. d'adresse ORG. PARAINANT

REMARKS:

If menu option is Mod. d'adresse ORG. PARAINANT

1. At **Donnez Refer. ->**, type the sponsoring organisation no. to be modified
2. Go to step 3
3. Enter or change information using the input screen defined in FORMAT next page.

The computer returns to menu ORGANISME.

NAME	TY01

FORMAT:

ORGANISME PARRAINANT

TYPE DORGANISME (1)

NOM DE L'ORGANISME PARRAINANT
(2)

ADRESSE ligne 1
(3)

ADRESSE ligne 2
(4)

VILLE OU PROVINCE
(5)

CODE POSTAL
(6)

TY01-02/87

NAME	TY01

Element	Title	Description	Source Document	Format	Destination	Remark
1	Type organism	Type of organization		5N	TYP, 1	Type PF1 to select the type of organization
2	Nom du "sponsor"	Sponsoring organization Name		30A	TYP, 6	
3	Adresse ligne 1	Sponsoring organization address		30A	TYP, 8	
4	Adresse ligne 2	Sponsoring organization address (2nd line)		30A	YP, 9	
5	Ville ou province	City and province		20A	TYP, 10	
6	Code postal	Postal code		7A	TYP, 11	

2.3 SOURCE DOCUMENTS

Name	Description	Page
AIP	Approval in principle	218
CA	Certificate of acceptance	220
CPP	Claim of progress payment	222
CONTR	Contract	224
CV	Contract voucher	228
CD	Contracting document	230
MISDEF	MIS data entry form	232
MISPEF	MIS project entry form	232
PJ	Project justification	236
PPS	Project Profile Sheet	238
MIS-01	Proposed Project Report	241
SSC	SSC requisition	243
SR	Status report	245
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AIP - Approval in principle

Operations

Enter AIP information in the MIS	1.1.1
Enter project objectives and scope	1.1.2
Modify AIP information from MIS project entry form or AIP	1.1.3
Terminate a project	1.4.4

Transportation Development Centre
Centre de développement des transport

Routing Slip/Bordereau d'acheminement

REQUEST FOR APPROVAL-IN-PRINCIPLE/DEMANDE D'APPROBATION-DE-PRINCIPE

PROJECT TITLE / TITRE DU PROJET (2)

TDC PROJECT No. / N° DE PROJET CDT (1)

PROJECT OFFICER / AGENT DE PROJET (3)

TDC FILE No. / N° DE DOSSIER CDT (4)

RESPONSIBILITY CENTRE No. / N° DU CENTRE DE RESPONSABILITÉ (5)

R&D PROGRAM ELEMENT / ÉLÉMENT DU PROGRAMME DE R&D: (6)

- EXPLORATORY R&D/R&D EXPLORATOIRE ☐
- LONG-TERM APPLICATIONS R&D / R&D D'APPLICATIONS À LONG TERME ☐
- SECTOR-DIRECTED R&D/R&D SECTORIELLE ☐

AIP APPROVAL DATE / DATE APPROBATION APD (7)

PROGRAM SUB-OBJECTIVE No. / N° DU SOUS-OBJECTIF DU PROGRAMME (8) ☐ EXISTING/ACTUEL ☐ NEW/NOUVEAU (PROPOSED/PROPOSÉ)

ORIGIN OF PROJECT / ORIGINE DU PROJET (9) ☐ TASKED/ASSIGNÉ ☐ ENDORSED/ENDOSSÉ ☐ NON-TASKED, NON-ENDORSED / NON ASSIGNÉ, NON ENDOSSÉ

SOURCES OF FUNDS/SOURCE DES FONDS

SPONSORS/RESPONDANTS (15)	TDC/CDT					TOTAL
PROJECT No. / N° DE PROJET	(10)	(11)	(12)	(13)	(14)	
EST. COST CURRENT YEAR / COÛT EST. ANNÉE COURANTE (16)	$	$	$	$	$	$
EST. COST CURRENT YEAR / COÛT EST. ANNÉE COURANTE (17)	$	$	$	$	$	$
EST. COST FUTURE YEARS / COÛT EST. ANNÉES FUTURES (18)	$	$	$	$	$	$
TOTAL ESTIMATED COST / COÛT ESTIMATIF TOTAL (19)	$	$	$	$	$	$

ROUTE TO / ACHEMINER À (NAME/NOM)	RESPONSIBILITY / RESPONSABILITÉ	ACTION	RECEIVED / REÇU DATE	RECEIVED / REÇU INIT.	FORWARDED / ACHEMINÉ DATE	FORWARDED / ACHEMINÉ INIT.
	PROJECT OFFICER / AGENT DE PROJET	PREPARE JUSTIFICATION MEMO / PRÉPARATION DU MÉMO DE JUSTIFICATION				
	DIVISION CHIEF / CHEF DE DIVISION	A) REVIEW ATTACHMENTS/EXAMEN ANNEXES B) REVIEW ROUTING SLIP/EXAMEN BORDEREAU D'ACHEMINEMENT C) SIGN/SIGNATURE				
	EDTDC/DGPD	REVIEW AND APPROVE / EXAMEN ET APPROBATION				
	MANAGER FINANCIAL SERVICES / GESTIONNAIRE SERVICES FINANCIERS	A) REVIEW/EXAMEN B) PROJECT No./N° DE PROJET C) UPDATE MIS/MISE À JOUR DU SIG				
	DIVISION CHIEF / CHEF DE DIVISION	INFORMATION / RENSEIGNEMENTS				
	PROJECT OFFICER / AGENT DE PROJET	INITIATE CONTRACTING DOCUMENTS / ENTAMER RÉDACTION DOCUMENTS CONTRACTUELS				

NOTE: Attach Project Justification Memorandum and other supporting documentation (i.e. tasking memos, cost-sharing agreements).
Annexer le mémorandum de justification de projet et autres pièces à l'appui (i.e. notes d'assignation de travail, ententes à frais partagés).

TDC/CDT-70-013 Rev. 04-88

CA - Certificate of acceptance

Operations

Project completion 1.5.1

Transportation Development Centre (TDC)

Centre de développement des transports (CDT)

Certificate of Acceptance
Certificat d'acceptation

Contract Title
Titre du contrat

TDC Project No
N° de projet CDT (1)

TDC Contract No.
N° de contrat CDT

Contractor
Contractant

TDC File No.
N° de dossier CDT

Project Officer
Agent de projet

DSS or TC Contract No.
N° de contrat MAS ou TC

Responsibility Centre No.
N° de centre de responsabilité

Requisition No.
N° de commande

This is to certify that the above contract has been completed in accordance with the terms and conditions of the contract agreement.

Ceci est pour certifier que le contrat ci-dessus a été complété en conformité avec les termes et conditions du contrat accordé.

The final reports and/or any other deliverables have been received and found satisfactory. Authorization is hereby granted to:

Les rapports finals et/ou tout ce qui se rattache au contrat ont été reçus et jugés satisfaisants. L'autorisation est accordée par le présent certificat de:

a) pay the final invoice on receipt (contracts other than DSS) ☐

a) payer la facture finale sur réception (contrats autres que ceux du MAS) ☐

b) release the holdback on receipt of Claim for Progress Payment (DSS contracts) ☐

b) faire la remise de la retenue sur réception de la demande de paiement périodique (contrats du MAS) ☐

Other comments

Autres observations

Prepared by/Préparé par — Project Officer/Agent de projet

Signature _____ Date _____

Recommended by/Recommandé par — Division Head/Chef de division

Signature _____ Date _____

Approved by/Approuvé par — EDTDC

Signature _____ Date _____

CDT 7GC 76-616 Rév. 12-92

CPP - Claim of progress payment

Operations

Receive a claim of progress payment	1.4.2.1
Pay a claim of progress payment approved	1.4.2.2

Supply and Services Canada / Approvisionnements et Services Canada

CLAIM FOR PROGRESS PAYMENT
RECLAMATION DE PAIEMENT PARTIEL

USE SUPPLEMENTARY CLAIM FORM DSS MAS 1112 AS REQUIRED TO RECORD DETAIL
AU BESOIN, INSCRIRE LES DÉTAILS SUR LA FORMULE DE RÉCLAMATION SUPPLÉMENTAIRE DSS MAS 1112

CONTRACTOR - ENTREPRENEUR | Claim no. - nº de réclamation (4) | Date (5)

ADDRESS - ADRESSE

File no. - nº du dossier | Serial - série | DSS - Form of - Cf avis (1) | Contract price - Prix du contrat

CONTRACTOR'S REPORT OF PROGRESS. IF MORE SPACE IS REQUIRED PLEASE USE SEPARATE SHEET.
COMPTE RENDU DES TRAVAUX PAR L'ENTREPRENEUR. AU BESOIN, UTILISER UNE AUTRE FEUILLE.

(3)

PERIOD OF WORK COVERED BY THIS CLAIM / PÉRIODE DE TRAVAIL VISÉE PAR LA PRÉSENTE DESCRIPTION (SUPPLEMENTARIES ARE TO BE CLAIMED IN ACCORDANCE WITH THE CONTRACT BASIS AND/OR METHOD OF PAYMENT.) DESCRIPTION (LES TRAVAUX SUPPLÉMENTAIRES DOIVENT ÊTRE RÉCLAMÉS CONFORMÉMENT À LA BASE DE PAIEMENT ET/OU À LA MÉTHODE DE PAIEMENT DU CONTRAT.)	CURRENT CLAIM / RÉCLAMATION ACTUELLE		PREVIOUS CLAIM / RÉCLAMATION PRÉCÉDENTE		TOTAL TO DATE / TOTAL À CE JOUR	
	$	¢	$	¢	$	¢
TOTAL ▶						
LESS HOLDBACKS - MOINS LES RETENUES ▶						
CLAIM - RÉCLAMATION TOTAL ▶						

CONTRACT CONTAINS ESCALATION (ESCALATION) OR ADJUSTMENT (RAJUSTEMENT) PRICE. PLEASE CLAIM THESE ITEMS UNDER THE APPROPRIATE PROVISIONS OF THE CONTRACT. (LE CONTRAT PRÉVOIT LA MAJORATION OU LE RAJUSTEMENT DES PRIX. LES RÉCLAMER EN VERTU DES DISPOSITIONS APPROPRIÉES DU CONTRAT.)

AMOUNT PREVIOUS CLAIMS / MONTANT DES RÉCLAMATIONS PRÉCÉDENTES

CONTRACT PAID / MONTANT PAYÉ (2)

PERCENTAGE OF THE WORK COMPLETED / POURCENTAGE DU TRAVAIL EFFECTUÉ %

ALL CERTIFICATES APPEARING ON THE REVERSE MUST BE SIGNED BY THE RESPECTIVE AUTHORIZED SIGNATORY
TOUTES LES ATTESTATIONS AU VERSO DOIVENT PORTER LA SIGNATURE DU FONDÉ DE POUVOIR

DSS - MAS 1111 (1988)

CONTR - Contract

Operations

Receive contract from SSC	1.3.3
Receive contract from SSC	1.4.3.2

CFRIGA-12-15 IP

Supply and Services Canada / Approvisionnements et Services Canada

CANADAIRMC
800 Chemin du Golf,
Ile des Soeurs,
Montréal, Québec
H3E 1G9

No. Facsimile (514) 283-1708

CONTRACT - CONTRAT

Page 1 of 12

You are requested to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein and on any attached sheets at the price or prices set out thereto.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et sur annexes ci-jointes, les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

SAC file No. - N° de référence d'ASC	XSD89-00051-(615)
Date of Contract - Date du contrat	16 Nov 1989
Contract No. - N° du contrat	T8200-9-9534/01-XSD
Requisition No. - N° de la demande	
Order office / Bureau demandeur	T8200
Yr / An	9
Serial No. / N° de série	9534
Financial Code(s) - Code(s) financier(s)	257150-9720-7351-7352-102102198 File D 1460-288 - Proj. 7351/52/53
Duty - Droits	See herein
F.O.B. - F.A.B.	Destination
Federal Sales Tax - Taxe de vente fédérale	Included
Destination	TRANSPORT CANADA TRANSPORTATION DEVELOPMENT CTR COMPLEX GUY-FAVREAU WEST TOWER 200 W.BLVD.RENE LEVESQUESTE601 MONTREAL QUE. H2Z 1X4
Invoices - original and two copies are to be made out and sent to Factures - remplir et envoyer l'original et deux copies à	TRANSPORT CANADA TRANSPORTATION DEVELOPMENT CTR COMPLEX GUY-FAVREAU WEST TOWER 200 W.BLVD.RENE LEVESQUESTE601 MONTREAL QUE. H2Z 1X4
Address enquiries to - Adresser toute demande de renseignements à	Luc Dubé
Area code / code régional	514
Telephone No. / N° de téléphone	283-1405
Extension / Poste	
Telex No. / N° de télex	05-25425

The vendor hereby accepts this contract - Le fournisseur accepte le présent contrat

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (caractère d'impression) Signature Date

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

Dunlop-Beaufort Canada Ltd. 14 H66

12351 Bridgeport Rd.
Richmond, B.C.

V6V1J4

Canada

DSS MAS 9400-10 (07/88)

Total est. cost - Coût total est. $224,018.00

For the Minister - Pour le Ministre

REQUEST FOR PROPOSAL AND CONTRACT FOR PROFESSIONAL AND RESEARCH AND DEVELOPMENT SERVICES

A. INSTRUCTIONS:

1. This is a request (hereinafter referred to as a Request for Proposal or RFP) that proposals be developed and submitted to the Minister of Supply and Services setting out the alternative means by which several technical, performance, time and other goals and objectives may be best met, having regard to stated mandatory requirements. The Minister will consider entering into contract for the implementation of the most acceptable proposal which will be determined having regard to the evaluation factors set out in this RFP. In addition, the proposal will be measured against the contract terms and conditions set forth in this RFP.

2. a) To submit your proposal return signed original of this form, duly completed, using the enclosed envelope. Ensure that your firm's name, SSC number, RFP closing date and time appear in window of return envelope. Do not use this envelope for enquiries. Proposals submitted by telegraphic means are acceptable provided they are received prior to the time specified for closing of proposals and contain the proposal reference number and closing date. Telegraphic proposals will constitute your formal proposal. Such proposals must be comprehensive and in sufficient detail so as to permit complete evaluation in accordance with the criteria set out herein. The Minister may consider entering into contract without negotiation on the basis of such telegraphic proposal.

   b) The bidder has the sole responsibility for the timely dispatch and delivery of a bid and cannot transfer such responsibility to the Crown.

3. Proposals may be accepted in whole or in part and the lowest or any proposal will not necessarily be accepted. In case of error in the extension of prices, the unit price will govern. Proposals will remain open for acceptance for a period of not less than sixty days from closing date of this RFP, unless otherwise indicated herein by SSC. All late proposals will be returned unopened. Proposals mailed at least forty eight hours prior to the closing time and date (96 hours outside Canada) and are delayed in the mail, will be considered providing evidence of timely mailing is supported by certification of registered mail, special delivery or by postage cancellation. (Note: postage meter imprints are not acceptable as proof of timely mailing.)

4. Offers are based on the specified payment period. Payment may be made in advance of the due date set out under the payment terms of the contract/purchase order/standing offer where the supplier's invoice offers a discount for early payment and the discount at least offsets the cost to the government of paying early. For this purpose, the costs to be considered are:

   - Imputed Interest at the 3-month Treasury Bill rate plus ½ of 1 percent for the number of days that payment is made early; and
   - the incremental cost to the government of any special processing that may be required.

   Cash Discounts for early payment will not be considered in the evaluation of bids.

B. CONDITIONS

Unless otherwise stated herein, all proposals and any contracts resulting therefrom are subject to General Conditions for Contract, Short Form DSS-MAS 9076 (copy of which the bidder acknowledges to have received) and the following:

1. a) Excluding the exceptions noted below, the contractor shall not invoice or collect any ad valorem sales tax levied by the province in which the goods or taxable services are delivered to federal government departments and agencies under authority of the following provincial sales tax licences:

Newfoundland	32243-0-09	Quebec	Q-398-55-3921-1-P
Prince Edward Island	OP-10000-250	Ontario	1170817-4G
Nova Scotia	UB4-00-03172-3	Manitoba	3905156-0
New Brunswick	PST-00-01648	British Columbia	005521

   b) Exceptions

   (1) petroleum products subject to provincial gasoline and motive fuel taxes

   (2) tobacco products

   (3) prepaid meals and transient living accommodations

   (4) broadcast advertising services (Quebec/Newfoundland) and all other advertising in Newfoundland

   (5) amusement and/or entertainment taxes

   c) In Alberta and Saskatchewan, provincial retail sales taxes do not apply to goods or taxable services delivered to the federal government under this contract.

   d) The contractor is not allowed of any obligation to pay provincial sales taxes on goods or taxable services used or consumed in the performance of this contract, including materials incorporated in real property.

2. If transportation charges are payable by Her Majesty under the terms of this contract, shipments are to be made by the most direct and economical means consistent with normal shipping practice, unless otherwise directed. They are to be shown as a separate item on the invoice.

3. Valuation: The federal government's policy of underwriting its own risks precludes payment of any excess valuation and/or transportation charges beyond the specified FOB point (the point at which title of goods passed to the federal government). Canada will be covered to the carrier's maximum liability and value will be declared only when additional costs will not be incurred.

4. The work is subject to inspection and acceptance at destination unless otherwise specified herein.

Canada

DSS MAS 9076 (1978-03)

DEMANDE DE PROPOSITIONS ET CONTRAT PORTANT SUR DES SERVICES PROFESSIONNELS ET DE RECHERCHE ET DÉVELOPPEMENT

A. DIRECTIVES:

1. La présente constitue une demande (nommée dans les présentes Demande de propositions ou DP) concernant la mise au point et la présentation, au Ministre des Approvisionnements et Services, de propositions indiquant d'autres moyens d'atteindre le plus efficacement possible certains objectifs techniques, de performance, de temps et autres en ce qui a trait aux exigences obligatoires indiquées. Le Ministre envisagera d'accorder un contrat pour la mise en œuvre de la proposition la plus acceptable, en rapport avec les facteurs d'évaluation indiqués dans la présente DP. De plus, les conditions contractuelles aux termes desquelles le soumissionnaire acceptera d'entreprendre la mise en œuvre de la proposition sont mesurées en fonction des conditions contractuelles indiquées dans la présente DP.

2. a) Pour soumettre votre proposition, veuillez retourner, à l'aide de l'enveloppe ci-jointe, l'original de la présente formule dûment complétée et signée. Veuillez vous assurer que le nom de votre compagnie, le numéro d'ASC et la date et l'heure de clôture de la DP soient visibles dans la fenêtre de l'enveloppe de retour. Prière de ne pas utiliser cette enveloppe pour des demandes de renseignements. On accepte les propositions télégraphiées, à condition qu'elles parviennent avant l'heure de clôture des propositions. Elles doivent comprendre le numéro de référence de la proposition et la date de clôture. De telles propositions constituent des propositions formelles, elles doivent être complètes et suffisamment détaillées pour permettre une évaluation conforme à tous les critères indiqués dans les présentes. Le Ministre peut envisager de passer un marché sans négociation sur la foi d'une telle proposition faite par télégramme.

   b) Le soumissionnaire est seul responsable de l'envoi et de la livraison à temps de sa soumission. Cette responsabilité ne peut en aucun cas incomber à la Couronne.

3. Les propositions peuvent être acceptées en entier ou en partie et aucune proposition, qu'il s'agisse ou non de la moins-disante, ne sera nécessairement acceptée. En cas d'erreur dans le prix global, les prix unitaires feront foi. En vue de l'acceptation, les propositions resteront valables pendant une période d'au moins soixante jours à compter de la date de clôture de la présente DP, à moins d'avis contraire indiqué dans les présentes par l'ASC. Toutes les propositions reçues en retard seront retournées sans avoir été ouvertes. Les propositions postées au moins quarante huit heures avant la date et l'heure de clôture (96 heures à l'extérieur du Canada) et qui sont retardées par la poste seront examinées, à condition qu'il soit prouvé à l'aide d'un récépissé de courrier recommandé ou de livraison spéciale ou par le cachet d'oblitération qu'elles ont été postées à temps. (Remarque : Les impressions de machines à affranchir ne constituent pas une preuve d'envoi postal.)

4. Les offres sont basées sur le délai de paiement spécifié. Le paiement peut être effectué avant la date d'échéance stipulée dans le contrat/la commande/l'offre permanente (rayer les mentions inutiles), si le fournisseur offre un escompte de caisse qui compense le coût du paiement anticipé pour le gouvernement. À cet égard, les coûts à prendre en considération sont les suivants :

   - les intérêts théoriques au taux des bons du Trésor à trois mois, plus ½ de 1% par jour d'anticipation,
   - le coût marginal, supporté par le gouvernement, de tout traitement spécial nécessaire.

   Les escomptes de caisse ne considération dans l'évaluation des soumissions.

B. CONDITIONS

À moins d'indication contraire dans les présentes, toutes les propositions et les contrats qui en découlent sont assujettis aux Conditions générales portant sur les contrats, formule abrégée DSS-MAS 9076 (dont le soumissionnaire reconnaît avoir reçu copie), ainsi qu'aux critères suivants :

1. a) Sauf pour les exceptions notées ci-dessous, l'entrepreneur ne doit pas facturer ou percevoir la taxe de vente ad valorem que est perçue par la province dans laquelle les biens ou les services imposables sont livrés ou fournis aux ministères et organismes fédéraux en vertu des licences provinciales suivantes :

Terre-Neuve	32243-0-09	Québec	Q-398-55-3921-1-P
Île-du-Prince-Édouard	OP-10000-250	Ontario	1170817-4G
Nouvelle-Écosse	UB4-00-03172-3	Manitoba	3905156-0
Nouveau-Brunswick	PST-00-01648	Colombie-Britannique	005521

   b) Exemptions

   (1) produits pétroliers soumis aux taxes provinciales sur l'essence et le carburant à moteur

   (2) les produits du tabac

   (3) les repas préparés et les logements de transit

   (4) les services de publicité électronique (Québec/Terre-Neuve) et toute autre forme de publicité à Terre-Neuve

   (5) les taxes sur les divertissements ou les spectacles

   c) En Alberta et en Saskatchewan, les taxes provinciales de vente au détail ne s'appliquent pas aux biens ou aux services imposables livrés ou fournis au gouvernement fédéral au titre de ce contrat.

   d) L'entrepreneur n'est pas dispensé de l'obligation de payer la taxe de vente provinciale sur les biens et les services imposables utilisés ou consommés durant l'exécution de ce contrat, y compris les matériaux incorporés dans des biens immobiliers.

2. S'il incombe à Sa Majesté d'assumer les frais de transport aux termes du présent contrat, les biens devront être expédiés de la façon la plus directe et la plus économique possible selon les modes d'expédition normaux, à moins d'indication contraire. Ces frais doivent faire l'objet d'une rubrique à part sur la facture.

3. Évaluation - La politique du gouvernement fédéral qui consiste à assumer ses propres risques exclut le paiement de toute évaluation excédentaire et de frais de transport en plus des frais indiqués qui sont FAB à destination (la destination à laquelle le gouvernement fédéral a pris possession des biens). Les biens seront protégés aux taux d'assurance maximal du transporteur et leur valeur ne sera déclarée que si des frais supplémentaires ne sont pas engagés.

4. Les travaux sont sujets à l'inspection et à l'acceptation au point d'arrivée, à moins que d'autres dispositions ne soient précisées à cet effet dans les présentes.

DEVELOPMENT OF A SMALL VESSEL LIFE RAFT FOR THE INSHORE FISHERY

TITLE: THE RESEARCH AND DEVELOPMENT OF A SMALL VESSEL LIFERAFT DESIGNED FOR THE CANADIAN INSHORE FISHERY.(UP-08-016)
oi61

Commencement date: 16 November 1989

Delivery date: 31 July 1990

STATEMENT OF WORK:
The Contractor shall perform the work as detailed in Appendix "A " attached to and forming part of this contract. The work shall follow the methodology described in the Contractor's proposal dated july 1989, entitled "The research and development of a small vessel liferaft designed for the Canadian inshore fishery.
sow3

PRIORITY OF DOCUMENTS:
The documents listed below form part of and are incorporated into this contract. If there is a discrepancy between the wording of one document from the wording of any other document which appears on the list, the wording of the document which first appears on the list shall prevail over the wording of any document which subsequently appears on the list.

1. these articles of agreement;
2. General Conditions Research and Development;
3. Supplemental General Conditions DSS 1035 (subletting).
4. Appendix "A" Statement of work

   Appendix "B" Basis of payment

   Appendix "C" Cash flow statement

   Appendix "D" Claim for progress payment

   Appendix "E" Travel and living guidelines

4. Your proposal dated july 1989, entitled "The research and development of a small vessel liferaft designed for the Canadian inshore fishery".

REPORTS:
Reports are to be delivered in accordance with Appendix "A" attached hereto and forming part of this contract.
wr2

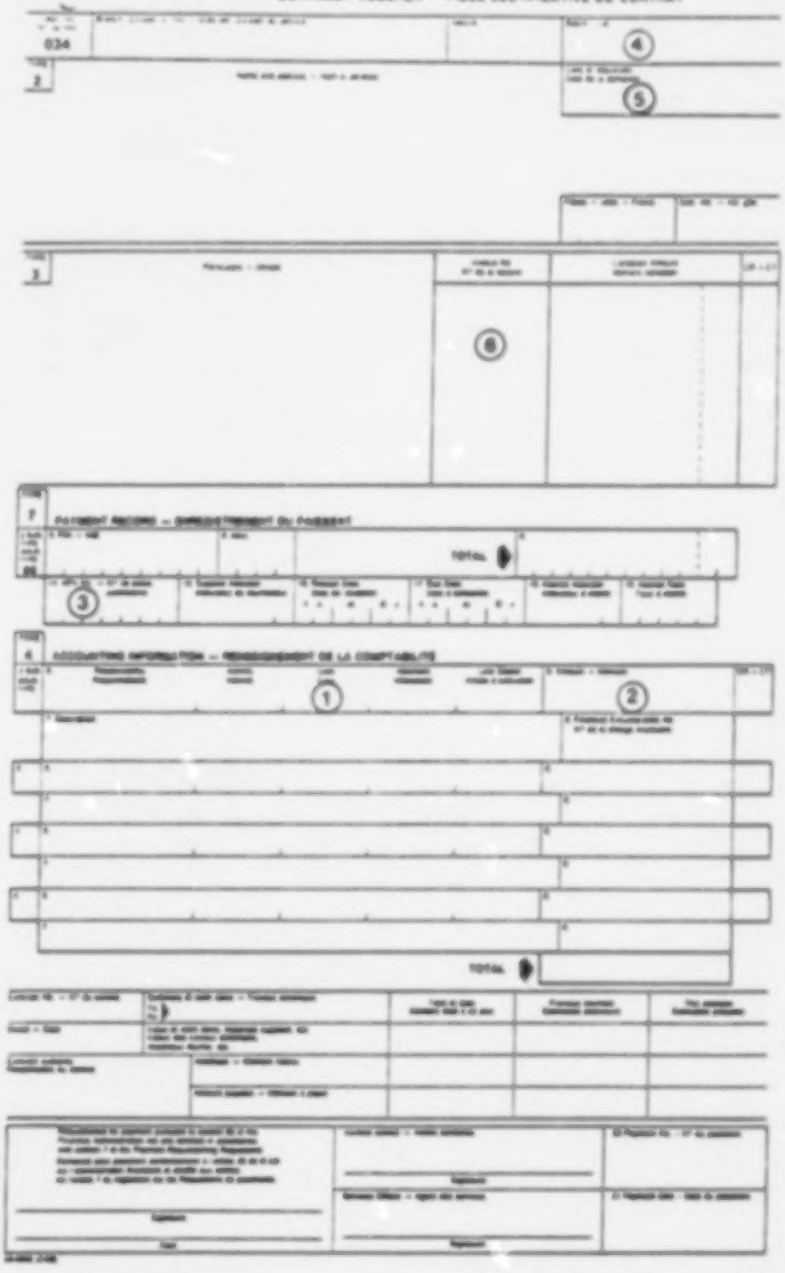
SCIENTIFIC AUTHORITY:

CV - Contract voucher

Operations

Modify a claim of progress payment amount	1.4.2.3
Project completion	1.5.1

CONTRACT VOUCHER PIECE JUSTIFICATIVE DU CONTRAT



CD - Contracting document

Operations

Enter contract information in the MIS	1.3.1
Modify contract information	1.3.2
Enter contract information in the MIS	1.4.3.1

Transportation Development Centre
Centre de développement des transports

Routing Slip/ Bordereau d'acheminement

CONTRACTING DOCUMENT/DOCUMENT CONTRACTUEL

Contract Title / Titre du Contrat: _____

TDC Project No. / No. de Projet CDT: _____

TDC File No. / No. de Dossier CDT: _____

Contractor / Contractant: (1) _____

DSS or TC Contract No. / No. de Contrat MAS ou TC: _____

Project Officer / Agent de Projet: _____

Requisition No. / No. de commande: (2) _____

Responsibility Centre No. / No. du Centre de Responsabilité: _____

Amendment No. / No. de Révision: _____

Type of Contracting Document/Type de Document Contractuel:

- ☐ DSS REQUISITION (Form DSS 10440) / Commande MAS
- ☐ Service Order (Form DSS 7274) / Commande de Service
- ☐ Interdepartmental Agreement / Contrat interministériel (2b)
- ☐ Interdepartmental / Interministériel (2a)
- ☐ Service Contract (Short form) / Contrat de Service
- ☐ DOT Contract (DGCT) / Contrat DOT

Authority to Enter into Contract/Autorisation de passer un contrat:

- ☐ Approval in Principle/Approbation de principe — DATE _____
- ☐ Treasury Board/Conseil du Trésor — TB No. / C.T. No. _____ (3) (4) (5) — DATE _____ (6)

TDC BUDGET / BUDGET CDT: CY _____ CY + 1 _____ CY + 2 Future Years / Années futures $ _____ TOTAL $ _____ (7)

ROUTE TO / ACHEMINER VERS (Name/Nom)	RESPONSIBILITY / RESPONSABILITÉ	ACTION	RECEIVED / REÇU Date	RECEIVED / REÇU Init.	FORWARDED / ACHEMINÉ Date	FORWARDED / ACHEMINÉ Init.
X	Project Officer/ Agent de Projet	Prepare Contracting Document/ Préparation du document contractuel	X	X		
	Division Head/ Chef de Division	Review/Examen				
	Budget & Finance Officer/ Agent Budget et Finance	Review and Code/ Examen et Codification				
	Division Head/ (DTDC/DGRD) Chef de Division (DTDC/DGRD)	Approve/Approbation			(8)	
	Budget & Finance Officer/ Agent Budget et Finance	Review and coordinate/ Examen et coordination				
	Accounts Officer/ Responsable des Comptes	Commitment Control/ Contrôle d'engagement			X	X

NOTE: Attach Contracting Document and Work Statement.
Annexer le document contractuel et la description des tâches.

TDC/CDT 1Rev.e Rev. 87-01

MISDEP - MIS data entry feedback form
MISPEF - MIS project entry form

Operations

Modify AIP information from MIS project entry form or AIP	1.1.3
Enter contract information in the MIS	1.3.1
Modify contract information	1.3.2

1.0

DATE 89/12/18
P.O. IROWAN

DATA ENTRY FEEDBACK FORM

(TO BE COMPLETED WITH EMR REQUISITION FOR CONTRACT)

IDENTIFICATION

REC #: 1320 ORIGIN : MR TSX/CXO TYPE : UNSOL. AIP DATE : 89/06/21 RESPONSIBILITY CODE : 257110

PROJECT TITLE
HVO COAL PROCESSING TECHNOLOGY

CENTRAL REGISTRY FILE NUMBER
1445-234-4

SOURCE OF FUNDS (ESTIMATED)
TO BE MODIFIED ONLY IF THERE IS A CHANGE FROM AIP ROUTING SLIP OR THE LATEST RIS STATUS REPORT

PROJ # (1)

SPONSOR R&D CODE

RCY	27,940	0		
RCY+1	0	0		
OFY	0	0		
TOTAL GASTA	27,940	0		

TOTAL PROJECT VALUE (Computer generated) 27,940

PERFORMING ORGANIZATION

NAME (2) CANADIAN PACIFIC LIMITED

☐ CHECK HERE IF THERE IS A CHANGE OF ADDRESS

ENTER ADDRESS INFO ONLY IF THIS IS A NEW CONTRACTOR OR CHANGE OF ADDRESS

ADDRESS (head office) (3) BOX 6042, STATION A

(4)

CITY/PROVINCE (5) POSTAL CODE

(6) ZIP

CONTACT PERSON (7)

CONTACT'S PHONE # (8)

CONTRACTOR'S WORKING LANGUAGE 0 ☐ (9) 1 - FRENCH 2 - ENGLISH

FORM OF CONTRACT

0 (10) ☐ 1 - LIMITATION OF EXPENDITURE 2 - FIXED PRICE
3 - CEILING PRICE 4 - STANDING OFFER

0 (11) ☐ Is this a TIES or STANDING OFFER contract ?
0 - NO or 1 - YES

DATE 89/12/18
P.G. ROVAN

DATA ENTRY FEEDBACK FORM

SCHEDULE (estimated)

(12) START DATE	(13) DRAFT DUE	(14) FINAL DEL. DATE
89/09/01	90/01/31	90/03/31
_ / _ / _	_ / _ / _	_ / _ / _
YY / MM / DD	YY / MM / DD	YY / MM / DD

EXTERNAL COST SHARING/CONTRIBUTION IN KIND

(15) _ 1 - NONE 1 2 - YES

(IF YES fill in the following table)

ORGANIZATION (16)	TOTAL VALUE $ (17)	DESCRIPTION (18)
1	0.00	
1 - INDUSTRY		
2	0.00	
2 - PROV/MUNICIPAL		
3	0.00	
3 - FOREIGN		
4	0.00	
4 - OTHER		

TOTAL VALUE OF CONTRIBUTIONS 0.00 NOTE: TOTAL VALUE TO BE CALCULATED BY THE COMPUTER

$ estimated multi-year value of equipment/personnel lent to project; other contributions in-kind; absorbed costs; etc. (Elements described in project Justification).

AREA OF BENEFIT

Please indicate the transportation benefit asserted from this project?
CHOOSE UP TO THREE AND PRIORITIZE IN THE APPROPRIATE BOXES.

1ST priority (19) 12 2ND priority (20) 3 3RD priority (21) 14

1 - IMPROVED SAFETY
2 - REGIONAL ECONOMIC DEVELOPMENT
3 - IMPROVED SECURITY
4 - CTD ACCESSIBILITY
5 - REDUCED OPERATION COSTS
6 - IMPROVED SERVICE
7 - REDUCED CAPITAL COSTS
8 - REDUCED ADVERSE ENVIRONMENTAL IMPACTS
9 - REDUCED MAINTENANCE COSTS
10- ENERGY CONSERVATION
11- IMPROVED PRODUCTIVITY/EFFICIENCY
12- ENERGY/TRANSPORTATION OF ENERGY
13- DEVELOPMENT OF POLICY
14- ENERGY ALTERNATIVE FUEL/OTHER
15- DEVELOPMENT OF GUIDELINE OR STANDARDS
16- IMPROVED TECHNOLOGY BASE
17- DEVELOPMENT OF REGULATIONS
18- IMPROVED PROCUREMENT
19- INCREASED CAPACITY

DEPARTMENTAL COORDINATION

Please identify the name and destination of the primary Transport Canada contact for this project activity.

NAME (First initial, family name) (22) I_I I_I_I_I_I_I_I_I_I_I_I_I_I_I_I_I_I_I_I

TC Destination (23) I_I_I_I_I_I

AREA OF IMPACT

Please identify the area of impact of this project

CHOOSE ONE NUMBER I_I_I (24)

1 - NATIONAL
2 - INTERNATIONAL
3 - N.C.R.
4 - ALBERTA
5 - MANITOBA OR SASKATCHEWAN
6 - ONTARIO
7 - QUEBEC
8 - NEW BRUNSWICK, P.E.I., OR NOVA SCOTIA
9 - NEWFOUNDLAND
10- N.W.T., YUKON OR ARCTIC

DATE 79/12/18
P.E. 20Dec80

DATA ENTRY FEEDBACK FORM

(Do not complete this page if this is a time or standing offer contract)

PROJECT DELIVERABLES

A. Please check those items that are deliverables at the end of this contract

0 0 0 0 0 0 0

[ ] 1 - reports [ ] 2 - audio/visual material

(25) [ ] 3 - design drawings [ ] 4 - computer software/data

[ ] 5 - purchased equipment/material [ ] 6 - rental/lease equipment

[ ] 7 - artwork

NOTE: All such items acquired or developed under this contract belong to TBC unless otherwise agreed to in the contract.

PUBLICATION REQUIREMENTS

A. Number of copies of final report to be published

(26) 0 English [ ][ ][ ] 0 French [ ][ ][ ] 0 Bilingual [ ][ ][ ]

B. Number of copies of interim report to be published

(27) Not available [ ] 0 English [ ][ ][ ] 0 French [ ][ ][ ] 0 Bilingual [ ][ ][ ]

C. Number of copies of summary report to be published

(28) Not available [ ] 0 English [ ][ ][ ] and 0 French [ ][ ][ ] 0 Bilingual [ ][ ][ ]

D. In addition to the above, will the contractor also be producing special printed

(29) audio-visual material for wide distribution?

0 1 yes [ ] 2 no [ ]

E. Is the contractor responsible for translating/producing TBFs, summaries and/or

(30) reports in the other official language

0 1 yes [ ] 2 no [ ]

F. With respect to items A to D, will the services of TBC Publications be

(31) required in one of the areas listed below?

0 1 yes [ ] 2 no [ ]

If yes, check the appropriate boxes

0 0 0 0 0 0 0

[ ] 1 - consultation

(32) [ ] 2 - graphic design

[ ] 3 - illustrations (ex. technical drawings)

[ ] 4 - text processing

[ ] 5 - editing & producing in other language

[ ] 6 - printing

[ ] 7 - sales/marketing coordination

LANGUAGE REQUIREMENTS

Final report: 0

(33) [ ] 1 - contractor's working language

[ ] 2 - both official languages

Interim report (if available): 0

(34) [ ] 1 - contractor's working language

[ ] 2 - both official languages

Reason for publication in contractor's working language only:

- Limited distribution, short-term usage, and demand in other language is 5% or less.

Reason for publication in both languages:

- General distribution
- Long-term usage
- Demand in other language is more than 5%

PJ - Project justification

Operations

Enter AIP information in the MIS	1.1.1
Enter project objectives and scope	1.1.2

Government of Canada / Gouvernement du Canada

MEMORANDUM **NOTE DE SERVICE**

TO / A: N.E. Rudback

c.c. B.B. Myers
M.A. Matthews ACP
S. Hamzawi AKPDQ
D.B. Kotak NRC-SL

APPROVED / APPROUVÉ: N E Rudback

FROM / DE: B. Marshall

DATE: Nov 10, 1989

SECURITY CLASSIFICATION / DE SÉCURITÉ:

OUR FILE - N/REFERENCE: D1455-222

YOUR FILE - V/REFERENCE:

DATE: October 25, 1989

SUBJECT / OBJET: **PROJECT JUSTIFICATION:**
Prototype Airside Capacity Planning Model for Vancouver International Airport

Short Title: Airside Planning Model for YVR

1. MODAL OBJECTIVE (A300)

To develop expertise, techniques and equipment in support of airport design and services to improve the safety, capacity and efficiency of Canadian air terminal operations.

2. MODAL SUB-OBJECTIVE (A320)

To develop expertise, techniques and equipment to support design and management of Canadian airport operations.

3. PROJECT OBJECTIVES

To develop and test a prototype airside capacity planning model for Vancouver International Airport that is capable of assessing the impact on airside capacity resulting from changes to physical facilities, operating procedures and air traffic demand. To test an object oriented programming environment for creating visually interactive simulation models and to compare this new technology with traditional techniques for modelling transportation capacity planning and logistics problems.

4. SCOPE

The prototype model will be built using the AUDITION language. It will run on an IBM/PC compatible machine and simulate either the actual traffic (as maintained in FOXBASE database files) or projected traffic. It will be possible to investigate changes in airport physical configuration (runways, taxiways, turn-offs, aprons) and operating procedures for VFR and IFR flights under all possible variations in total number of flights, traffic mix and weather conditions. The user will be able to specify probability distributions associated with these parameters and intervene interactively during the simulation to alter assumptions. The model will use graphic and animation techniques to present results.

PPS - Project profile sheet

Operations

Modify a project profile	1.4.1.5
Enter project objectives and scope	1.1.2

TRANSPORTATION DEVELOPMENT CENTRE
PROJECT PROFILE SHEET

REGION: NCR(ONT)

PRINTED 90/06/18

PROJECT TITLE :TIES E&D PROGRAM/J.F.HICKLING
TOTAL PROJECT VALUE : 60,000
PERFORMER : JAMES F. HICKLING MANAGEMENT

TDC OFFICER : SUEN
TC COMPONENT CONTACT :
FILE# : 1450-103-60-7

ORIGIN : NO TSK/END TYPE : SECTOR-DIR
PROJECT STAGE : ACTIVE
AIP DATE : 87/05/07 DRAFT RPT : 00/00/00
SIGN DATE : 88/03/15 FINAL RPT : 90/03/31

STATUS

DRAFT OF TASK NO. IS NOW DELIVERED.

MODAL SUBOBJECTIVE

E420
TECHNOLOGY SUPPORT/INFORMATION TRANSFER

TO DISSEMINATE INFORMATIOOCN TO A WIDE AUDIENCE OF RESEARCOCHERS, SERV ICE PROVIDERS, POLICY-MAKERS AND CONSUMERS.

PROJECT OBJECTIVE

TO PROVIDE TECHNICAL, RESEARCH, PLANNING AND ENGINEERING SUPPORT SERVICES TO ASSIST THE TRANSPORTATION DEVELOPMENT CENTRE (TDC) IN ITS TRANSPORTATION FOR THE ACCESSIBLE TRANSPORTATION (ACC.TRANS.) PROGRAM.

SCOPE

ONE OR MORE CONTRACTS WILL BE NEGOTIATED TO PROVIDE TDC WITH ADDITIONAL EXPERTISE IN THE FIELD OF TRANSPORTATION FOR THE ACC.TRANS. THE CONTRACTOR(S) WILL BE REQUIRED TO PROVIDE A BROAD RANGE OF TECHNICAL, RESEARCH, PLANNING AND ENGINEERING SUPPORT SERVICES ON AN AS-AND-WHEN REQUIRED BASIS THROUGHOUT THE PERIOD OF THE CONTRACT(S) IN RESPONSE TO OFFICIAL TASK REQUISITION ISSUED BY TDC.

PROJ.#	SPONSOR	PREV. YEARS	EST $ CY	EST $ CY+1	EST $ FY	TOT $ AUTH.
7031	TDC-O&M	40,319	19,681	0	0	60,000

<ret> PRESS [RETURN] TO CONTINUE OR [@] TO TERMINATE

TIES PROJECT # : 7031 PAGE 2/2
PROJECT OFFICER : SUEN TITLE : TIES E&D PROGRAM/J.F.HICKLING

PROJ.#	SPONSOR	PREV. YEARS	EST $ CY	EST $ CY+1	EST $ FY	TOT $ AUTH.

PLEASE NOTE: YOUR OUTPUT IS COMPLETED !->

MIS-01 Proposed project report

Operations

Input proposed project in the MIS	2.10.1
Enter EDTDC comments in the MIS	2.10.2

PROPOSED PROJECTS

MODE : MARINE TRANSPORTATION

OFFICER	DESCRIPTION / STATUS	PROBABLE CONTRACTOR	EST$ COST	F.Y.	EDTDC COMMENTS
PEIRCE	GENERATION AND TREATMENT OF SHIPBOARD GARBAGE. REF. # -> 503 REC # -> M150	RFP	100,000	09/89	PRIORITY: LHIGH CCG FUNDING AVAILABLE FOR FY 1989-90.
PEIRCE	SHIP BASED SELF-HELP SPILL RECOVERY SYSTEM. REF. # -> 504 REC # -> M150	TIES	50,000	10/89	PRIORITY: HIGH PROCEED USING TIES CONTRACT.
PEIRCE	FAST RESPONSE SPILL RECOVERY SYSTEM. REF. # -> 505 REC # -> M150	RFP	50,000	10/89	PRIORITY: MED.
PEIRCE	NATIONAL SPILL RESPONSE NETWORK (EXPERT SYSTEM). REF. # -> 506 REC # -> M150	RFP	100,000	10/89	PRIORITY: MED
BAYLY	IMPROVEMENT OF ICE MODELLING. (OUTLINE PROPOSAL IN HAND 02/89). REF. # -> 415 REC # -> M210	AKAC	300,000	01/89 03/89 09/89	PRIORITY: HIGH INITIATE. MUST MEET ENERGY FUNDING COMMITMENTS. REQUEST ADDITIONAL ENERGY FUNDS IF NEEDED.
BAYLY	ARCTIC ICE DEVELOPMENT AND EVALUATION. (PROPOSAL) REF. # -> 404 REC # -> M210	FLEET TECHNOLOGY	250,000	11/89	PRIORITY: LOW DEFER INITIATION TO FY 1990-91
BAYLY	THRUST DEDUCTION EFFECTS. (NOT FOR 89/90). REF. # -> 312 REC # -> M210	COLDSTREAM & AFP	50,000	08/88 03/89 05/89 03/90	PRIORITY: LOW WORK DEFINITION IS BEING DEVELOPED UNDER A TIES WITH COLDSTREAM.

SSC - SSC requisition

Operations

Receive contract from SSC	1.3.3
Receive contract from SSC	1.4.3.2

REQUISITION FOR GOODS AND SERVICES - DEMANDE DE BIENS ET DE SERVICES

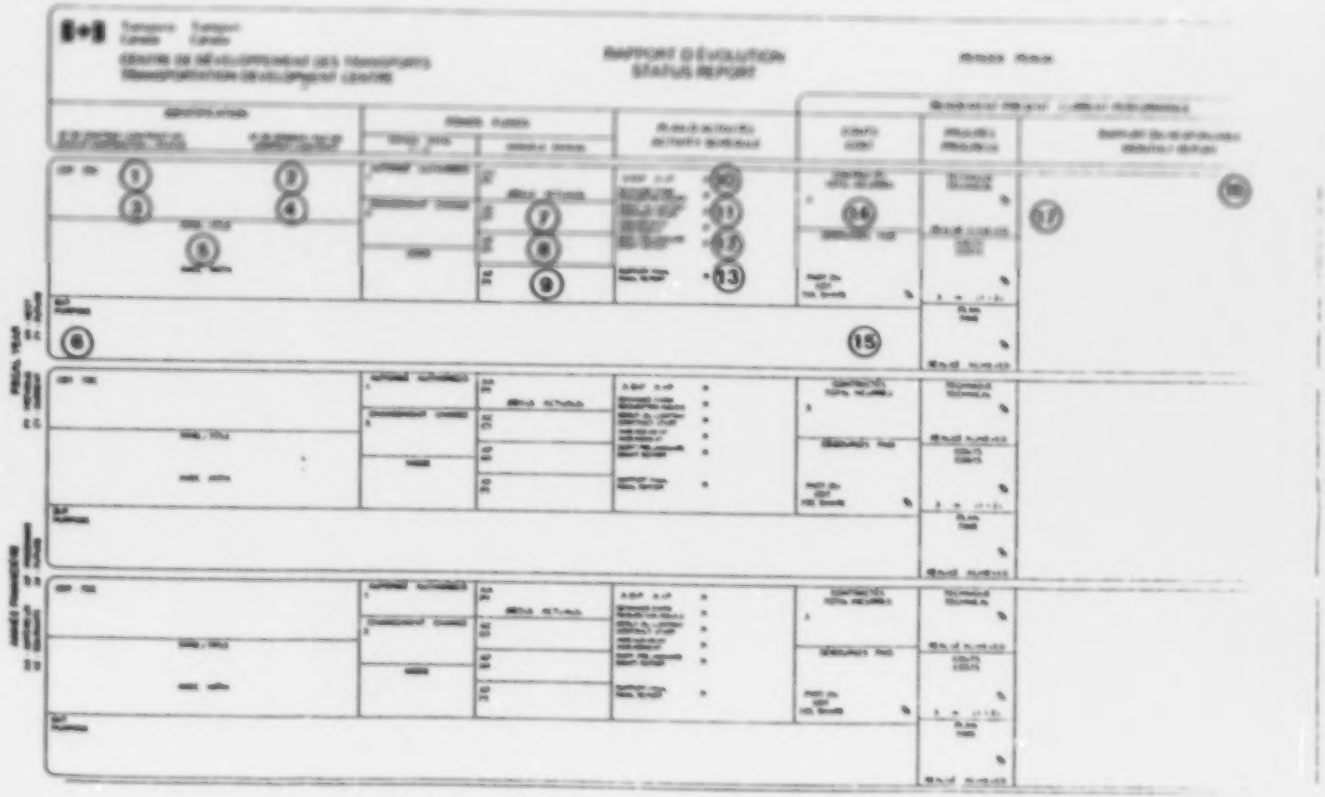
Canada

DSC - DSC

SR - Status report

Operations

Enter status report information (accounting)	1.4.1.2
Enter status report information (remarks)	1.4.1.3



TR - Task Requisition

Operations

Enter a task requisition in the MIS	1.3.4

Transports Canada / Transport Canada
Développement / Development

DEMANDE DE TRAVAIL

CONTRAT n°	(1)
CDT-DOSSIER n°	
TRAVAIL n°	(2)

À: _____
contractant

Veuillez avoir l'obligeance de considérer la présente demande de travail et nous faire parvenir le devis estimatif correspondant dans les plus brefs délais :

DESCRIPTION

(3)

PRODUITS À LIVRER

DÉLAI _____ AUTORISÉ PAR _____ (4) _____ DATE _____

À: _____
agent de projet, CDT

VOICI LE DEVIS ESTIMATIF DEMANDÉ

Coût d'exécution _____

Nombre d'heures-personnes _____ Coût de déplacement _____

Autres coûts _____

DATE DE LIVRAISON _____ (5) _____ COÛT TOTAL _____ (6) _____

Date _____ CONTRACTANT _____
Signature

AUTORISATION [redacted]

DATE _____ _____
Agent de projet

OFFRE APPROUVÉE OUI ☐ NON ☐ DATE _____ (7) _____ _____
Chef de division

OFFRE APPROUVÉE OUI ☐ NON ☐ DATE _____ _____
(La signature du directeur exécutif est requise pour les demandes de 15 000$ et plus) *Directeur exécutif*

C.C. Finances CDT,MAA,DECDT

Canada

Appendix A

A-1 Standard Items
A-2 List of Abbreviations

A-1 Standard Items

In accordance with TDC standards, the following items are described:

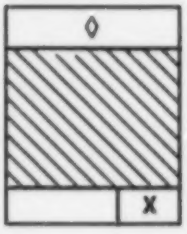
- information flow diagram
- procedure form
- output report form
- input screen
- source document

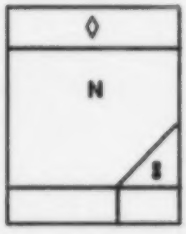
Information Flow Diagram (IFD)

An Information Flow Diagram represents the area to be described. The area concerned here, the TDC-MIS system, is composed of four elements:

- the external participants
- the functions
- the information flow
- the information deposit

The EXTERNAL PARTICIPANTS are the persons, services, divisions or systems concerned with the area. The external participants are outside the area square (e.g. DGRD, SSC, etc.).





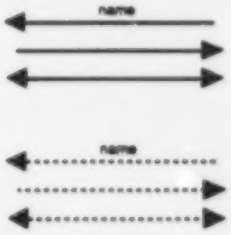
The FUNCTIONS are groups of management activities, tasks and operations (e.g. project identification, contract award, etc.)
(The shadowed functions are not considered in this manual).

◊ = function or operation number

N = function or operation name

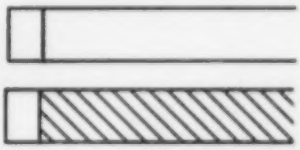
ß = number of appearance in same IFD

X = indicates the function is documented in another IFD



The INFORMATION FLOWS represent the information exchanged between the different components, with the arrow indicating the way the information travels (e.g., AIP, reports, etc.). (A broken arrow indicates that the flow is not considered in this manual).

- the information name is given above the flow;
- an annotation in parentheses beside the name indicates that the flow is processed under certain conditions.



The INFORMATION DEPOSITS are entities in which the information is stored. It could be a folder, a database, a file (e.g., MIS database, project file, etc.)
(The shadowed information deposits are not documented in this manual).

Procedure form

FUNCTION	
ACTIVITY	

Source Documents:	Output Documents:
Input Screens:	
Person Responsible:	
OPERATIONS:	

This form describes the different operations needed for a specific activity and function. It gives the source documents required for the operations and the output documents produced. Finally, it gives the input screen used to enter the information and the person responsible for these operations.

Output report

NAME	
DESCRIPTION	

Purpose:	
Sequence:	Output form: Frequency:
Distribution:	
ACCESS METHOD Step # Menu Displayed Options to choose	
REMARKS:	

This form provides information on the output reports. The name, the description and the purpose identify the report. The sequence gives the order in which the report can be printed and the frequency determines when the report should be executed. The output form is that on which the report will be printed. Distribution presents the main persons interested by the report. The step by step method is provided, giving the menus and options that must be chosen for the execution of the report. Finally, the remarks describes the particularities encountered when executing the report.

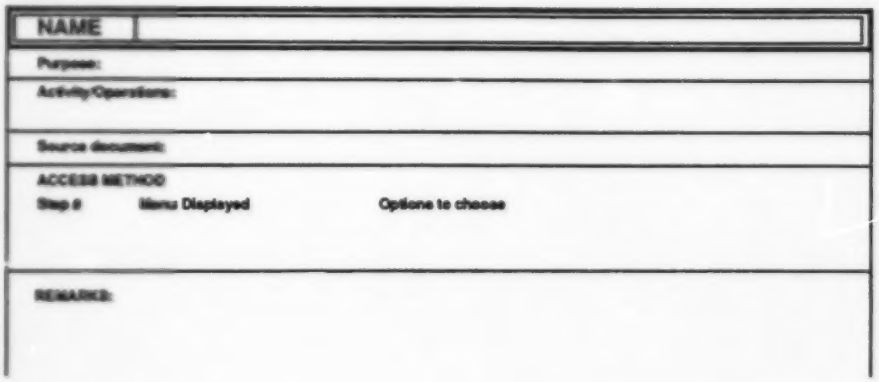
A sample of the report is attached to the output report form.

Input screen

The input screen form describes the way the information from the source documents is entered in the computer. It consists of 3 different forms:

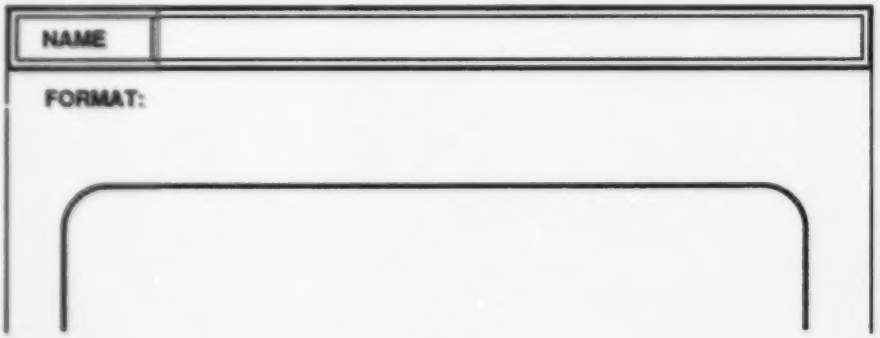
- identification
- format form
- element form

Identification form

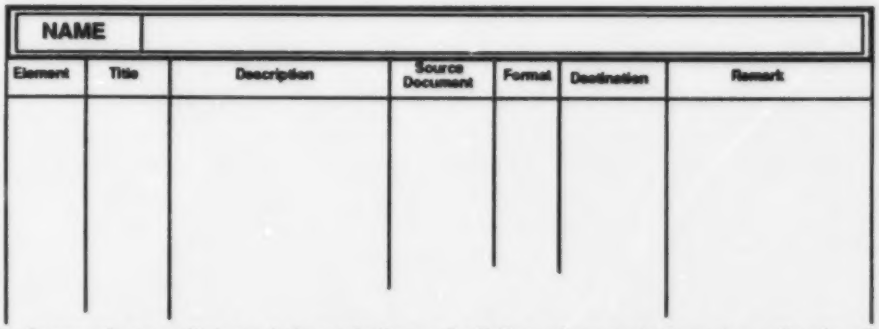


This form provides the name and the purpose of the screen, a list of all the activities or operations for which the screen is used and the documents from which the information needed in the screen will be taken. It gives the step by step method to access the input screen via menus and options. Finally, the remarks provides a description of the particularities that can be encountered when executing the input screen.

Format Form



This form identifies the elements to be input (shadow zones with number).
Elements Form



This form gives a list and description of all the elements input or displayed on the screen, as identified in the Format Form. It contains the element number, title, and description. It also gives the source document from which the information is taken. The format of the element is given: the number indicates the maximum length and the letter indicates the type (N for numeric, A for alpha-numeric, D for date, C for code, T for text and L for numeric with decimal point). The destination indicates the element number and the file name where the element will be stored in the MIS database. Finally, the remarks provide information on validation, comments, etc.

Source document

The source document is a form identifying where this document's information is requested. A sample of the source document is attached to the form.

Additions to and revisions of this manual

Suggestions for revising and improving this manual should be directed, in writing, to:

Manual holders will receive updates to be incorporated into this manual. It will be their responsibility to keep the manual up-to-date.

Appendix A-2

List of abbreviations

ADMF	Assistant Deputy Minister, Finance
AIP	Approval-in-Principle
APD	Approval-in-Principle Document
APD/PAD	Approval-in-Principle Document / Program Approval Document
CPCS	Canadian Pacific Consulting Services
CPDL	Canadian Patents and Development Ltd.
DGRD	Director General, Research and Development
DM	Deputy Minister
EDTDC	Executive Director, TDC
TDPP	Transportation disabled persons program
MIS	Management Information System
NEG	Negative Project
PAD	Program Approval Document
PCB	Program Control Board
PJ	Project Justification Memorandum
POS	Project Officers
R&D	Research and Development
RFP	Request for Proposal
SPM	Science Procurement Manager, SSC
SSC	Supply and Services Canada
TB	Treasury Board
TC	Transports Canada
TDC	Transportation Development Centre
TIES	Technical Investigation Engineering Services
UP	Unsolicited Proposal

Appendix B

B-1 Project Status
B-2 MEC Code
B-3 Sponsor Type
B-4 MIS Data File - List of Abbreviations
B-5 Mode Code
B-6 Probable Contractors

Appendix B-1

Project Status

Code	Description
1	Terminated
2	Completed
3	Canceled
4	Active
5	Negotiation
6	Amendment
7	Pre-amendment
8	AIP

Appendix B-2

MEC CODE

0	Air
1	Highway
2	Marine
3	Multi mod
4	OFFD/PIP
5	Rail
6	TLV tech
7	Urban
8	Acc. Trans.
9	Prog. sup.
10	Undef.

Appendix B-3

PERFORMING ORGANISATION TYPE

0	UNCODED
1	TDC
2	OTHFEDGV
3	INI/INS
4	NONPRINS
5	CDNCONSU
6	CDNMANUF
7	CDNOPERA
8	CDNOTHER
9	FOREIGN
10	TC-OTHER
11	MUNICIPAL
12	PROVINCE

Appendix B-4

MIS DATAFILE - LIST OF ABBREVIATIONS

ABB.	FILE NAME	DESCRIPTION
CON	CONTRAT	Financial information related to a contract
SCO	SCOPE	Project scope
OBJ	PROJECT OBJECTIVE	Project objectives
TRA	TRANSACTION	Financial transactions of a project
REM	REMARKS	Remarks of status report
FIN	FINANCE	Financial information of a project
PP	PROPOSAL	Proposed project
ORG	ORGANISME	Performing organisation and contractor
DAR	DARCHIVE	Store information on deliverables of a contract
TYP	TYPE OF ORGANISM	Identify type of organization (TDC, Cdn manufacturer, etc.)
TIE	TIE(S) + CAPAFE	Financial information on TIE(S)
CLA	CLASSIFICATION	Project classification
POF	PROFILE	Project Officer profile

Appendix B-5

MODE CODE

Code		Description
0	•	Uncoded
1	R	Rail
1	M	Marine
3	A	Air
4	H	Highway
5	I	Intermodal
6	E	Accessible Transport
7	S	Support

Appendix B-6

PROBABLE CONTRACTORS

The probable contractor should be:

the name of the contractor
or

UNKNOWN	for unknown contractor
RFP	for request for proposal
UP	for unsolicited project
IN-HOUSE	for in-house project
TIES	for technical investigation and engineering services